

# Sales Assistant Job Description

Our innovative and growing company is hiring for a sales assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for sales assistant

- Plan and manage special projects and other activities as needed
- Plan, create and maintain interdepartmental efforts to capture and track key activities that support the sales process
- Devise the appropriate vehicles for collecting, updating, and disseminating the data as needed by the National Underwriting Managers
- Assist in creating proposals and presentations for national clients
- Assist with the production and processing of traffic orders both on-air and digital
- Assist with copy approval for national/network business
- Create and update media kits & other sales collateral
- Assist with National Underwriting promotional events as needed
- Provide backup support to National Underwriting Managers
- Effectively cultivate and navigate relationships within the organization to ensure complete and thorough communications and completion of work assignments

## Qualifications for sales assistant

- Various requests regarding sales activities that may come from their group of sales professionals
- Minimum of six (6) months prior radio sales or administrative experience
- Proficient in all Microsoft Office programs (specifically Excel, Outlook, Word)
- Submit affidavits weekly
- Physical Demands • Must have the ability to sit and/or stand at a desk for a minimum of 8 hours a day and complete tasks requiring repetitive use of hands
- Prepare written responses on significant and non-routine matters

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