



**COMPANY NAME:** KOLD NEWS 13

**JOB TITLE:** National Sales Assistant

**JOB DESCRIPTION:**

The National Sales Assistant provides full-time sales support for the National Sales Manager and General Sales Manager, as needed. This is a great opportunity in a successful, vibrant organization for someone who is able to maintain a high level of accuracy and remain calm under pressure. This career opportunity is a great way to become an important part of a highly-respected TV station and begin a career with Gray Television, an industry-leading television station group.

- Assist National Sales Manager in day-to-day duties
- Regular professional communication with the National Sales Manager, National Agencies, and with station traffic department via phone, email and in person\
- Enter, confirm and maintain all new, revised and cancelled national orders including electronic transfer and maintenance of all orders in WideOrbit, with special focus on accuracy
- Send log times, such as pre logs and post logs and invoices as necessary
- Daily management of pre-empted and displaced spots; problem solving with NSM and National agencies across the country for approvals to offer makegood opportunities that maximize inventory opportunities in a timely manner

**SALARY:** TBD

**APPLICATION QUALIFICATIONS:**

- Television and digital sales experience preferred.
- Wide Orbit, Microsoft Excel, PowerPoint experience is preferred.
- Some negotiation skills are required.
- Ability to communicate effectively is required.
- Must represent the station with professionalism and integrity.
- Must be highly organized and detail oriented.
- Ability to maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors, and customers.

**HOW TO APPLY:** <https://gray.tv/careers#currentopening>

**DATE:** 4/6/2022

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[BusinessServices@pima.gov](mailto:BusinessServices@pima.gov)

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities