

WVLT/GRAY TELEVISION JOB DESCRIPTION

Job Title: Part Time Sales & Marketing Coordinator

General Purpose of Position:

WVLT-TV in Knoxville, Tennessee has an immediate opening for a part time Sales & Marketing Coordinator position. WVLT Volunteer TV is a fast-paced, growing and team-focused environment. This position will be responsible for assisting the local and national sales teams execute and maintain advertising campaigns.

Essential Job Duties and Responsibilities:

- Help maintain and grow an existing client base through outstanding client service and incremental sales opportunities
- Enter new orders for advertising sold to clients by local account executives.
- Maintain relationships with existing clients by executing revisions to existing contracts.
- Coordinate post sale communication with clients to demonstrate the delivery and effectiveness of advertising campaigns.
- Manage some light clerical responsibilities.
- Work collaboratively with other departments on station projects.

Qualifications:

- Proficient with Microsoft Office suite of products
- Must have strong organizational skills and be comfortable communicating and gaining the approval and satisfaction of clients.
- Excellent written and verbal communication skills required.
- A four-year college degree or equivalent professional experience is preferred.
- Must be self-motivated and demonstrate the ability to oversee multiple projects independently, as well as collaboratively in a team environment.
- Working knowledge of Nielsen ratings

Job descriptions are subject to change at the discretion of management

To apply for this position send your resume to HR@wvlt-tv.com or

**WVLT-TV
Attention: Human Resources
6450 Papermill Drive
Knoxville, TN 37919**

WVLT is an EOE / Pre-employment drug screening required