

WVLT/GRAY TELEVISION JOB DESCRIPTION

Job Title: Team Sales Coordinator

General Purpose of Position:

WVLT-TV in Knoxville, Tennessee has an immediate opening for a full time Team Sales Coordinator. WVLT Volunteer TV is a fast-paced, growing and team-focused environment. This position will be responsible for executing the station's digital campaigns as well as assisting both the national and local sales teams to execute and maintain advertising campaigns.

Essential Job Duties and Responsibilities:

- Work closely with the Digital Sales Manager to help execute all online orders including working with graphics team to build online banner ads and submit online orders to be published on local8now.com
- Provide weekly digital revenue and impressions reports to Digital Sales Manager
- Assist Account Executives with online requests such as campaign delivery and proof of performance.
- Enter new orders for advertising sold to clients by both local and national 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.
- Knowledge of online advertising including banner ads and CPM advertising, preferred.

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: Team Sales Coordinator Job Opening

6450 Papermill Drive

Knoxville, TN 37919

WVLT is a drug-free company requiring pre-employment drug testing. WVLT/Gray Television participates in E-Verify.