

## 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 assist both the national and local sales teams execute and maintain advertising campaigns for television and online.

### **Essential Job Duties and Responsibilities:**

- 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.

*Job descriptions are subject to change at the discretion of management.*

To apply for this position send your resume to [HR@wvlt-tv.com](mailto:HR@wvlt-tv.com) or

**WVLT-TV**  
**Attention: Team Sales Coordinator Job Opening**  
**6450 Papermill Drive**  
**Knoxville, TN 37919**

**WVLT is an EOE / Pre-employment drug screening required**