

WVLT/GRAY TELEVISION JOB DESCRIPTION

8-6-13

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.
- Coordinate paid programming sales directly with clients and 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 and occasional switchboard coverage.
- 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 or

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

**WVLT is an EOE / Pre-employment drug screening required
This Organization Participates in E-Verify**