



## JOB OPENING

# SALES COORDINATOR

**POSITION:** SALES COORDINATOR  
**AVAILABILITY:** IMMEDIATE  
**REPORTS TO:** GENERAL & LOCAL SALES MANAGERS

**JOB DUTIES & RESPONSIBILITIES:** LIAISON WITH ACCOUNT EXECUTIVES, MARKETING, PROMOTIONS AND FINANCE DEPARTMENTS ON BEHALF OF SALES MANAGERS.

- Create and maintain sales spreadsheets
- Assist with memos and reports
- Answer phones
- Maintain communication with Account Executives
- Work with clients in professional manner and delegate solutions for quick resolutions of problems
- Assist with the creation, proofing and assembling of sales proposals.
- Responsible for basic data entry
- Other projects and responsibilities as necessary including Power Point Sales Presentations, Ratings Summaries and Sales Re-Caps for top clients.

**REQUIREMENTS/EXPERIENCE:**

- Must be able to work in an environment with deadline pressure.
- Must be proficient in Excel, Microsoft Word, and Power Point.
- Must possess excellent communication and organizational skills.
- Candidate must be a quick thinker, multi-tasker and pro-active!
- Must be able to work in an environment with deadline pressure and heavy phones.
- Previous experience a plus, not a requirement.

**APPLY AT:**

[www.CBSRadio.com](http://www.CBSRadio.com) **KEYWORD: 2348BR**

### NO PHONE CALLS!

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