



**Local Sales Assistant (Job#1027)**

Television

**Position Summary:** Assist General Sales Manager, two Local Sales Managers, Sales Manager, and *five* Account Executives in maximizing station revenue. Reports to Local Sales Manager.

**Duties (including, but not limited to):**

1. Assist General Sales Manager, two Local Sales Managers, and five Account Executives in maximizing station revenue in administration of Local Sales efforts, including:
  - a. Inventory Skim
  - b. Revenue Tracking Reports
  - c. Matrix Update
  - d. Meeting/Event General Administration
  - e. Coordination
  
2. Assist Account Executives and clients in maximizing station revenue through:
  - a. Customizing Proposals
  - b. Developing Presentations
  - c. Fulfilling Avail Requests (TV Scan)
  - d. Making Dubs
  - e. Reporting Spot Times
  - f. Distributing New & Revised Contracts
  - g. Creating One sheets
  
3. Provide day-to-day sales order maintenance for five Account Executives: order entry, makegoods, and preview correct times and programs.
  
4. Work with direct client needs:
  - a. Compiling Post Rating Performance Reports
  - b. Distributing Log Time Reports
  - c. Distributing Spot Time Reports
  - d. Distributing Copies of Contracts and Invoices
  
5. Back up national sales assistants as necessary.
  
6. Other functions as needed.

**Qualifications:**

Strong working knowledge of: PC-based computer systems, MS Word, MS Excel, MS PowerPoint, Internet Explorer, VCI STARS II++ (Report Maker, SalesDesk, Inventory Explorer), TV Scan Omega 32, Matrix, Scarborough

**TO APPLY, send resume with cover letter to:**

KOMO-TV, Attn: Human Resources, 140 Fourth Ave N., Seattle, WA 98109

Email: jobs@fsci.com, Fax: 206.404.4155. **Please reference job #1027 in your correspondence.**

**NO CALLS PLEASE**

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