

Job Posting

Position: (Full Time)	Account Executive
Reports to:	Retail Sales Manager
Station(s)	Harvard Broadcasting
Location:	Edmonton
Application Deadline:	August 13, 2010

Only those candidates selected to interview will be contacted and no phone calls please

Edmonton's newest FM radio station is looking for an Account Executive to provide radio-marketing solutions to local Edmonton and area businesses.

Essential Duties and Responsibilities:

- Develop new client relationships and business for the station
- Manage receivables
- Represent the station at community events

Essential Knowledge and Skills:

- Intimate knowledge of the sales process and client needs in a customer focused environment
- Ability to work alone or with a team to provide exceptional customer service to Harvard customers as well as maintain strict levels of professionalism and integrity
- Computer proficiency in PowerPoint, Microsoft Office knowledge and Airware and PPM would be an asset
- Must be a highly motivated and experienced sales person with drive, passion and the will to succeed

Essential Requirements:

- Excellent written and oral communication skills
- Ability to multi-task with keen attention to detail
- Experience working in a team-oriented, collaborative environment
- Previous sales experience required (media sales would be an asset)
- Marketing diploma and/or degree or equivalent outside sales experience
- Valid driver's license

Send Resumes to:

Tamara Konrad
General Manager
tkonrad@harvardbroadcasting.com

Harvard Broadcasting values diversity in its work force and is committed to Employment Equity.