

Job Posting

Position: (Full Time)	Account Executive
Reports to:	Sales Manager
Station(s)	GX94
Location:	Yorkton
Application Deadline:	July 19, 2010

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

Basic Purpose: To manage a list of station clients while developing new clients with passion and integrity.

Essential Duties and Responsibilities:

- Manage and service an existing list of station clients
- Develop new client relationships and business for the station
- Manage receivables
- Track and report activity to the Sales Manager

Essential Knowledge and Skills:

- Intimate knowledge of the sales process and client needs in a customer focused environment
- Computer proficiency
- The ability to work as a member within a true team environment
- The drive, enthusiasm and passion it takes to succeed
- A valid driver's license and reliable vehicle

Essential Requirements:

- Sales experience
- Excellent written and oral communication skills
- Ability to multi-task with keen attention to detail
- Experience working in a team-oriented, collaborative environment

Send Resumes to:

Damon Kustra
Sales Manager
GX94
120 Smith ST. East
Yorkton, SK S3N 3V3
dkustra@harvardbroadcasting.com

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