

Requisition Posting Details

Requisition #: 25-1307 - Sales Assistant

Requisition Location: Albuquerque, New Mexico

About Us: Mountains, streams, deserts, ancient ruins, world-class art, varied culture and a crazy-good brew and food scene. That's the New Mexico life KOB 4 employees enjoy every day. The variety represented in our state drives a news organization that covers a wide range of stories from award-winning investigations and special projects to heart-touching profiles of people and real life issues you won't find anywhere else. Sound good? Come live in an amazing state and join the KOB 4 team as we proudly "Stand 4 New Mexico"!

Job Overview: This position provides administrative support to Account Executives (Managers) and Sales/Marketing Management by performing a variety of clerical/administrative support tasks, including creation and customizing sales pieces and proposals, research, answering phones, and maintaining office equipment.

Job Responsibilities:

- Prepare quality written proposals and presentations incorporating and maintaining all sales standards.
- Enter orders accurately into (Wide Orbit or Marketron).
- Access and apply data to proposals and client focused documents.
- Act as Project Coordinator for sales related events and initiatives.
- Provide air checks and spot times for Account Executives.
- Complete monthly Co-Op paperwork.
- Coordinate scripts and match to specific invoices, notarize and send to client.
- Provide clerical and other administrative support as necessary to Account Managers and Sales Management by the following: Answer, screen and route incoming telephone calls; Open and distribute mail; Distribution of facsimiles; Copy documents; General filing; maintain files, including electronic files; Order supplies. Type general correspondence.
- Attend meetings as required or requested.
- Assist and perform work for other Sales Assistants as needed, including covering breaks.
- Ensure adequate administrative support at all times during the workday.
- Seek out ways to expand current skills and abilities; take initiative to learn new tasks, duties, technology and equipment.
- Offer ideas that would enhance or improve the way work is done.
- Report to work on time and work established schedule/hours. Ability to work other hours or alternate schedules as needed.
- Complete other duties as requested and needed.

Qualification:

- Excellent phone and interpersonal skills including poise, tact, diplomacy and ability to handle sensitive, confidential information and challenging situations are essential.
- Must have excellent language and grammar skills.
- Must be highly organized and detail oriented.
- Must have a pleasant, customer-service oriented style when interacting face-to-face, over the telephone and electronically.
- Computer experience including proficiency with MS Excel, Word, PowerPoint and Outlook.
- Must have strong customer service orientation and strong organizational skills.
- Previous administrative experience preferred.
- Pleasant and professional in appearance and manner.
- Ability to prepare reports, business correspondence, and business proposals.
- Ability to establish and maintain good working relationships with a variety of individuals.
- Ability to work on short deadlines and in pressure situations; work other times as needed.
- Strong team player. Foster a spirit of cooperation and helpfulness.
- Ability to work in compliance with company policies and procedures.

Physical Requirements

Ability to communicate in English, both verbally and in writing. Work with time sensitive information under tight deadlines and in pressure situations. Manual dexterity and fine motor skills to manipulate and operate personal computers and general office equipment (telephone, copier, etc.) for extended periods of time. Ability to read, hear and speak clearly and follow both oral and written direction. Ability to think quickly and to articulate information in clear, concise manner to others. Sit and/or stand for extended periods of time. Average pushing and pulling, bending and stooping. The Company may make reasonable accommodations to facilitate the ability to perform essential job functions.

Compensation and Benefits: When extending an offer, the company considers a variety of factors such as (but not limited to) the candidate's work experience, education/training & key skills as well as internal peer equity and other market and business considerations. For information regarding our benefits, please copy the link below and paste in your browser: <https://hubbardbroadcasting.com/our-company/working-here/>

Diversity Statement: Hubbard Broadcasting has been committed to representing the communities we serve since our founding over 100 years ago. The same holds true today. We know the best way to accomplish this is by recruiting and retaining top talent from diverse cultures, life experiences, and world views. With dignity and respect, we value YOU and everything that makes YOU uniquely YOU.

EEO Statement: We are an equal opportunity employer, including disability/vets.