



Job Title: Account Executive, Outside Sales Representatives
FSLA Status: Exempt
Department: Sales
Position: Full Time – Monday – Friday 8 AM – 5 PM (Hours may vary)
Rate of Pay: Commission
Reports to: Director of Sales

Job Summary:

An Account Executive concentrates on selling radio advertisement. This responsibility includes but is not limited to selling radio advertising, promotions and other solutions for clients by helping businesses use the on air opportunities to meet their marketing needs.

Essential Functions:

- Responsible for coordinating new and current business
- Writing commercials
- Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals
- Present and sell company products and services to current and potential clients
- Prepare action plans and schedules to identify specific targets and to project the number of contacts
- Follow up on new leads and referrals resulting from field activity
- Prepare presentations, proposals and sales contracts
- Develop and maintain sales materials and current product knowledge
- Establish and maintain current client and potential client relationships
- Prepare paperwork to activate and maintain contract services
- Follow-up for collection of payment
- Responsible for cold calling
- Responsible for maintaining client relationships through exceptional customer service
- Must be able to work with the sales, programming and promotions departments to create revenue opportunities

Knowledge, Skill and Experience:

- Pleasant and outgoing personality
- Must be Committed, Positive and Hardworking
- Customer service orientated
- Good track record in corporate sales
- Excellent interpersonal and communication skills in both written and verbal
- Able to work under pressure and meet deadlines
- Must have a strong background in sales
- Must understand the radio trends that affect radio marketing
- Must have the ability to communicate with buyers
- Be able to present business solutions using our services
- Ability to prospect clients

Requirements:

- Minimum education of a college degree or equivalent and/or Minimum experience of one year in sales
- Must have experience and working knowledge of Word, Excel and PowerPoint
- Must have reliable transportation

Physical Job Description

Job Title:	Account Executive
Typical Working Conditions: (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	Position requires 75% working outside the office calling on clients. 25% of time in an office situation in a cubicle. No extreme exposure expected.
Equipment Used: (List all manual and automated equipment used in the course of performing essential functions.)	Will use computer and their car.
Essential Physical Tasks: (List all physical tasks encountered in performing essential functions.)	No heavy lifting is expected. Needs to be able to walk around building, open doors, get up and down steps. Needs to be able to type on computer.

You will also have an opportunity to work on fun radio station promotions and special events. Prospecting for new business includes outside sales and networking at various business functions.

If working in a fun, fast-paced environment sounds appealing; this position could be for you!

Interested applicants should submit a cover letter and resume including salary history to Marissa Garcia, H.R. Director.

Job Reference #: KQIEAE18

Application Deadline: December 15, 2018

Fax: (805) 477-0242

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