



Job Title: Account Executive-Radio Sales Division
Department: Sales
Reports To: Online Sales Director, Director of Sales

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develop and maintain new and existing station and event advertisers through prospecting and good client service. Must demonstrate high performance standards in organization, conducting sales interviews, gathering and summarizing data. Needs to possess outstanding communication skills and have a resourceful positive attitude. Sales experience beneficial. College degree preferred, but not required.

**QUALIFICATIONS/
EDUCATION and/or EXPERIENCE**

Preferred qualifications: Bachelors Degree, sales experience, professional appearance, good written/oral skills and computer proficiency.

LANGUAGE SKILLS

Ability to read, analyze and interpret technical procedures. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, account executives, clients, customers, and the general public.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Excellent computer skills and knowledge. Good organizational and communication skills.

CERTIFICATES, LICENSES, OTHER REQUIREMENTS

Valid driver's license and state mandated auto insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Must be able to lift 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.