

# Point Broadcasting LLC

**Job Title:** Local Sales Manager, Ventura County

**Reference ID#:** PBSM2016

**Radio Station or Department:** Sales - Full Time Position - Mon – Fri, 8:30 AM – 5:30 PM (Hours may vary)

**Rate of Pay (i.e. salary, hourly, commission, etc.):** Guaranteed Salary with Override

Point Broadcasting LLC is searching for candidates to fill a Local Sales Manager position for our Southern California Radio Station Cluster. All candidates must be able to plan and implement sales/marketing strategies for clients and develop revenue programs for the company. This position would be responsible for overseeing a staff from 5+ employees. It is an imperative that candidates have previous advertising, marketing and/or sales experience. Applicants must be comfortable working in a PC / Windows environment, proficient in Microsoft Office and use of the Internet.

## **Essential Job Duties:**

Oversee Account Executives in your market, including not limited to:

- Making Sales Calls - attend and assist in client meetings.
- Creating programs to target, attract and develop new advertising clients
- Assist with creating and reviewing proposals before they are presented.
- Client Relations - making sure you and your Account Executive have a strong and trusted relationship with every client.
- Approve and Sign-off on negotiated contracts (some may need additional approval).
- Establish and manage the rate structure of each station in your market to achieve revenue goals
- Assist or take a leadership role with key accounts and establish and maintain a strong relationship with the decision maker.
- Primary responsibility to train new Account Executives and on going professional development of the entire sales team.
- Provide weekly updates to Point Broadcasting - but if an urgent issue arises - pick-up the telephone and call your supervisor or HR.
- Provide assistance to Account Executives when needed during the day, vacations, or illnesses.
- Fulfill any/all request for your sales team in a timely manner.

Oversee and Manage:

- Responsible for all local revenue generated for stations in designated market.
- Manage commercial inventory for each station in your market cluster.
- Ensure that all Account Executives are following company policy and guidelines in regards to office hours, work environment etiquette, vacation time, and paperwork.
- Ensure that proper procedures are being followed when you or an employee of the Sales Department communicates or interacts with other Department Heads and or other employees outside of the Sales Department.
- Follow the company protocol when working across departments.

Candidates must...

- Possess exceptional communication skill, both orally and in writing.
- Superior interpersonal skills.

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- Be able create rapport with all demographics
- Maintain a professional, put-together demeanor, Polished.
- Be incredibly confident, ambitious and self motivated

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

## **Employee Benefits:**

- Paid Vacation/Sick and Holidays
- Medical/Dental/AFLAC Plans offered
- 401k Plan

## **Name / Title of Contact:**

Direct all correspondence to: Marissa Garcia, Human Resources

EFax: (805) 477-0242

Email: [marissa.garcia@pointbroadcastingllc.com](mailto:marissa.garcia@pointbroadcastingllc.com)

Mail: Point Broadcasting LLC – 2319 Alameda Avenue, Ste 1D Ventura, CA 93003

What applicants should send (i.e. cover letter, resume, tape, etc.): Interested applicants should submit a cover letter and resume including salary history

**Visit all of our radio station websites through [pointbroadcastingllc.com](http://pointbroadcastingllc.com)!**

**Application Deadline: October 31, 2016**

Position will remain open until position is filled.