



Job Description

Job Title: Inventory Manager
Reports to: VP, Pricing & Planning
Location: New York
FLSA Status: Exempt

Summary

Manages advertisement inventory activities that analyze, identify and allocate available commercial inventory, either for television or digital platforms. Monitors, reports, dispenses and, recaptures advertising units to ensure the highest use of available inventory. Ensures the creation and distribution of revenue reports by department and by sales person.

Essential Duties and Responsibilities

- Work closely with VP, Pricing & Planning to strategically maximize revenue through inventory usage.
- Generate, track and distribute assigned sales reports.
- Manage National, DR & ADU Inventory/Avails.
- Participate in the creation and maintenance of upfront and scatter ratecards.
- Coordinate with Sales Assistants & Planners to ensure all sales administrations, deadline, policies and procedures are met.
- Maintain traffic and sales systems.
- Help maintain stewardship, import and track internal estimates, and compile stewardship reports.
- Oversee MSA posting process.
- Assist DR team with rate analysis, daypart allocation and inventory maximization.

Education/Experience

Preferably a bachelor's degree from a four-year college or university; at least 3+ years related cable experience; or equivalent combination of education and experience. Must be able to multi-task and prioritize under fast paced environment. Strong knowledge of media math and audience metrics.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite including Word, PowerPoint, and Excel.

Certifications

This job currently has no certification requirements.

Supervisory Responsibilities

This job currently has no supervisory responsibilities.

**Work Environment**

The noise level in the work environment is usually moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Application Process

To apply, submit your resume to Human Resources <https://app.trinethire.com/companies/183-up-tv-aspire-tv/jobs/20442-inventory-manager-ad-sales>

For information on our company, visit www.uptv.com