Job Description

Job Title: Sales Assistant – Direct Response & Paid Programming
Reports to: Senior Director, Direct Response & Paid Programming
Location: New York
FLSA Status: Non-Exempt

SUMMARY
Provides full support and manages day-to-day maintenance of all accounts for the Direct Response Ad Sales team by performing the following duties.

ESSENTIAL DUTIES & RESPONSIBILITIES
- Maintains agency accounts including order entry, inventory moves, and product allocations and Electronic Data Interchange, change notices, handling program changes.
- Assists Account Executives, Sales Planner and Pricing/Inventory in managing day-to-day DR Ad sales responsibilities including: editing PowerPoint presentations and Excel spreadsheets.
- Communicates daily with Traffic Department to ensure proper booking of all components of deals.
- Creates and maintains quarterly traffic grid.
- Performs weekly dollars checks, preemptions.
- Works with agency buyers on a daily basis to maintain integrity of media buy.
- Compiles information for Sales team (i.e. marketplace data, account overview documents, special projects, etc.).
- Performs other related duties and tasks as necessary or as assigned.

EDUCATION/EXPERIENCE
Bachelor's degree (B. A.) in Communication or equivalent from four-year college; Prior internship experience with a TV network is preferred.

Computer Skills
To perform this job successfully, an individual should have knowledge of Microsoft Office Suite including Word, PowerPoint, Excel, and other relevant internet software.

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-uptv/jobs/9121-ad-sales-assistant-direct-response-paid-programming

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