

## **Job Description**

### **Administrative Sales Assistant**

We are Liberman Broadcasting, Inc. ("LBI") a major Spanish Language TV and Radio Broadcaster, and we're looking for an outgoing, hard working and creative individual to join our Sales team. LBI is an Equal Opportunity Employer.

#### **Summary of essential job functions**

- \* Responsible for providing general administrative sales support to TV, General Sales Managers, and Account Executives.
- \* Assist sales staff by pulling air logs, writing/maintaining sales orders, make-goods and contract revisions
- \* Coordinate and prepare materials needed for sales presentations to clients and media departments of advertising agencies
- \* Route calls to appropriate individuals and distribute messages in a timely manner
- \* Assist in filing of sales records (sales orders/contracts, presentations, avails, mailing lists, sales sheets, etc.)
- \* Daily distribution of reports, mail, faxes with special attention given to priority items
- \* Send correspondence to clients as required
- \* Relay specific account information via telephone to clients
- \* Compile occasional reports as requested
- \* Receptionist backup for breaks and lunch
- \* Light accounts payable

#### **Minimum requirements**

The successful candidates must possess exceptional communication skills. They must be self-motivated and with the ability to multi-task in a fast paced environment. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All employees are expected to bring a positive attitude to the work place and be cheerful, cooperative and productive. In addition, the right candidate must have:

- \* High school graduate; some college preferred.
- \* Strong work ethic; can work independently.
- \* Must also have basic knowledge of MS office products, i.e., MS Word and Windows environment.
- \* Bilingual (English/Spanish) is a must.
- \* Prior experience working in a broadcast sales environment.
- \* Detail Oriented
- \* Excellent communication and organizational skills.
- \* Willing to be a team player.

#### **Contact**

Interested candidates must submit a resume to: Liberman Broadcasting, Inc, 2410 Gateway Drive, Irving, TX 75063 Attn: Rafael Cartagena, Human Resources Coordinator / [rcartagena@lbimedia.com](mailto:rcartagena@lbimedia.com) / fax: (972)652-2142 / [www.lbimedia.com](http://www.lbimedia.com)

#### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.