



## Job Description

**Job Title:** Sales Assistant – National  
**Reports to:** Vice President, Ads Sales  
**Location:** New York  
**FLSA Status:** Non-Exempt

### SUMMARY

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

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintains agency accounts including upfront and scatter order entry, inventory moves, and product allocations and Electronic Data Interchange, flowcharts, change notices, handling program changes, booking billboards for marketing sponsorships.
- Assists Account Executives, Sales Planner and Pricing Inventory in managing day-to-day 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 flighting 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 a four-year college; Prior internship experience in sales and/or media industry a plus. Ability to work in a fast paced environment. Must have attention to detail and ability to multitask. Must have strong verbal and written communication skills.

### OTHER

The Company has a policy that requires employees who enter our offices be fully vaccinated against COVID-19. Our policy is subject to and complies with applicable law.

**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.**

**We are an Equal Opportunity Employer.** We are committed to equal-employment principles and comply with all applicable federal, state and local equal employment opportunity laws and regulations. The terms and conditions of the application process and employment relationship are to be non-discriminatory—without regard to age, race, color, national origin, gender (including pregnancy, childbirth or medical condition related to pregnancy or childbirth), gender identity or expression, religion, physical or mental disability, medical condition, legally protected



genetic information, marital status, veteran status, military status, sexual orientation or any other protected category or class that may be applicable to you in the jurisdiction where you are employed. Moreover, in accordance with federal and applicable state and local law, we provide reasonable accommodations for applicants' and employees' sincerely held religious beliefs, practices or observances conflict with work requirements and for applicants and employees with known disabilities provided that such individuals are qualified to perform the essential functions of the job, with or without accommodation, and provided that any accommodations would not impose an undue hardship on the company or introduce a direct threat to the health and safety of the worksite employee with a disability or others. Any applicant or employee who requires a reasonable accommodation during the application process or to perform the essential functions of the job should contact a company manager, a company officer or TriNet to request such an accommodation.

### **Application Process**

To apply, submit your resume to Human Resources <https://app.trinethire.com/companies/183-up-tv-aspire-tv/jobs/53351-ad-sales-assistant>

For information on our company, visit [www.uptv.com](http://www.uptv.com)