



Job Description

Job Title: Sales Planner
Reports to: Vice President, Ad Sales
Location: New York
FLSA Status: Exempt

Summary

Develops media proposals and works directly with Account Executives and Pricing & Planning.

Essential Duties and Responsibilities

- Work with advertising agency contacts and other advertising sales personnel to ensure that administration aspects of accounts are in order.
- Build, revise and maintain all sales proposals for AEs. Compile proposal requests and reweights as needed.
- Assist in the compilation and enhancement of upfront and scatter pricing and planning tools: reweight charts, pricing guide, etc.
- Receive registered budgets from agency buyers.
- Help prepare presentations for agencies/clients and foster effective relationships with all external contacts.
- Compile and review order letters.
- Actively track under-delivery and liability, offer out ADU packages and ensure advertiser delivery.
- Work with pricing & planning on preparation of stewardship report and analysis.

Education/Experience

Preferably a bachelor's degree from a four-year college or university; at least 1+ years related cable experience; or equivalent combination of education and experience.

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. Dealmaker a plus.

Supervisory Responsibilities

This job currently has no supervisory responsibilities.

Work Environment

The noise level in the work environment is usually moderate.

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/60136-sales-planner>

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