



## Job Description

**Job Title:** Sales Planner  
**Reports to:** VP, Pricing & Planning  
**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.

**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/32668-sales-planner>

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