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### Local Sales Assistant KDSM Fox 17

**Are you an ambitious individual looking to gain entry-level sales experience in the broadcasting industry? Do you thrive in fast-paced, team-oriented environment? Are you seeking a dynamic company that rewards success?**

**KDSM Fox 17 is seeking a Local Sales Assistant to support the Sales Department in attaining business objectives through effective TV advertising. Candidates should possess excellent communication skills, enthusiastic personality, and fierce attention to detail!**

#### **Responsibilities Include:**

- Perform clerical and administrative duties for the Sales Department.
- Assist the Sales Department on projects and promotions.
- Prepare sales-related documents throughout the sales process including proposals, contracts, reports, promotional material, etc.
- Pull computer-generated reports and disseminate pertinent information to the Sales Department.
- Act as a liaison between the Sales Department and other station departments.
- Serve as the primary backup to the receptionist.
- Other tasks as assigned.

#### **Requirements Include:**

- Minimum 1 year experience in a Sales Assistant role.
- Ability to work in a fast-paced, team-oriented environment with strict deadlines.
- Energetic, self-starter with a strong desire to succeed.
- Excellent organizational and communication skills.
- Advanced technology skills including proficient use of Microsoft Excel, Word and PowerPoint.
- Positively interact with a multitude of departments and individuals.
- Professional appearance and dependability a must!
- Experience with OSI, I-Procurement, and AdConnections a plus!

**Our company boasts an exceptional compensation and benefits package as well as a friendly work environment conducive for professional growth! Join our team and find out why KDSM Fox 17 is such a great place to work!**

**Apply online at [www.sbgnet.net](http://www.sbgnet.net). Internal applicants please contact your local HR Representative.**

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