

# West Virginia Broadcasters Association

## Sales Assistant

Jobs in Broadcasting ,United States



### Job Description

#### **Sales Assistant**

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WVVA Television has an immediate opening for a motivated Local Sales Assistant.

The successful candidate will assist our Local Account Executives throughout the sales process by maintaining client contracts, entering client orders, preparing sales and marketing presentations, communicating with advertising agencies and providing other necessary sales support for the team. Must be able to work independently and handle multiple assignments.

Previous related experience is preferred. This is a fast-paced, high performance sales environment. You must be dependable, have strong attention to detail, great organizational skills, and be comfortable working with numbers.

The successful candidate will be a high school graduate with related college courses and business software training preferred.

WVVA Television is a Quincy Media station. Learn why our family-owned company has a reputation as one of the best to work for in the industry today at [www.quincymediacaers.com](http://www.quincymediacaers.com).

Please send your resume and cover letter to Charity Holman, 3052 Big Laurel Highway, Bluefield, WV 24701 or email [cholman@wvva.com](mailto:cholman@wvva.com).

EOE

### Company Details

Name	Audrey Sluss
Phone	<a href="tel:304-325-5487">304-325-5487</a>
Email	<a href="mailto:asluss@wvva.com">asluss@wvva.com</a>
Address	3052 Big Laurel Hwy, Bluefield WV, United States - 24701

### More details

Business Name	WVVA Television
Education	High School
Job Type	Full Time
Job Status	Interviewing
Link To Apply	<a href="#">Apply Online</a>