

West Virginia Broadcasters Association

Sales Assistant

Jobs in Broadcasting ,United States



[Job Description](#)

WBOY is seeking a highly organized, detail-oriented, and creative problem-solver to join our team as a Sales Assistant. WBOY is north central West Virginia's top-rated TV station. We focus on producing large market quality, while working in the family atmosphere of a small market. We work in a friendly community with a great pace of life and easy access to lots of outdoor beauty and recreation, all within quick reach of many large, metropolitan areas.

We have a robust track record of preparing employees for promotions within our organization and in our industry as a whole. We offer excellent benefits including paid vacations, holidays and personal days, 80 hours sick leave with pay per year, health insurance plans, Health Savings and Flexible Spending Accounts, 401K Retirement Plan, Paid Parental Leave, Dental, Vision, Teledoc, Behavioral Health services, prescription drug coverage, life insurance plans, paid short term disability, and many more benefit options. Compensation package will be based on experience.

This critical role ensures the success of post-sale campaign execution, playing an essential part in the station's revenue growth. The ideal candidate is self-motivated, thrives in a fast-paced environment, excels at managing complex processes, and has a passion for delivering

exceptional client experiences.

This is a support role to our local sales team.

The standard hours are Monday-Friday, 8am - 5pm from the Clarksburg office of WBOY-TV.

Requirements & Skills:

- HS Diploma
- Fluency in English
- Positive Attitude
- Team Player
- Strong communication skills, both verbal and written
- Exceptional attention to detail
- Strong organizational skills
- Curiosity to learn new things
- Must be able to shift priorities in a busy office environment
- Prior office experience is preferred, but will train a computer savvy individual
- Sales or media experience in any role preferred, but not required

Company Details

Name	April Neal
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More details

Business Name	WBOY-TV
Education	High School
Job Type	Full Time
Job Status	Interviewing
Job Shift	As Scheduled
Required Travel	Not Required
Link To Apply	Apply Online