



POSTING DATE: August 30, 2010 :
JOB#: 66-10
JOB TITLE: Local Sales Assistant
COMPANY: KSTC-TV, Sales-General
SCHEDULE: M-F 8:30am-5pm
STATUS: Full Time, Hourly

QUALIFICATIONS:

- Excellent administrative skills, with demonstrated ability to handle multiple tasks, prioritizing and managing time-sensitive material
- Strong computer skills including working knowledge of MS Word, PowerPoint and Excel
- Must have a pleasant, customer-service oriented style face-to-face, over the telephone, and electronically
- Must have effective oral and written communication skills; excellent interpersonal skills required
- Previous administrative experience, preferably in a sales setting, or relevant experience required

DUTIES:

- Provide overall administrative support to Account Managers and Sales Management in the KSTC-TV sales office by performing a variety of clerical/administrative support tasks
- This individual will create and customize sales pieces and proposals, answer phones, maintain client files and office equipment and will assist with other duties as assigned

PHYSICAL REQUIREMENTS:

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

APPLY TO:

HUMAN RESOURCES DEPARTMENT
Job# 66-10
3415 University Ave
St Paul, MN 55114
Fax: (651) 642-4314
Email: apply@hbi.com
No Telephone Calls Please
AN EQUAL OPPORTUNITY EMPLOYER