



## SALES ASSISTANT

KAKE seeks an enthusiastic, detail-oriented person who works well under pressure and can meet deadlines in a fast-paced environment to assist our sales force in achieving their goals. The successful applicant will possess a positive demeanor, a strong work ethic and the ability to contribute to the overall team effort.

**Reports to:** Local Sales Manager

### **Primary Duties:**

- Process new sales orders placed by advertisers and assist with order revisions and modifications
- Assist with the creation of sales research, presentations and sales product collateral
- Assist with client requests for invoices, spot times and other associated order/client maintenance and customer service
- Back-up the local traffic department personnel
- Front desk receptionist fill-in
- Assist with station community events and special projects as needed
- Other duties as assigned by management

### **Qualifications / Requirements:**

- Excellent attention to detail
- Professional written and oral communication skills
- Ability to multi-task, prioritize and meet deadlines
- Proficiency with Microsoft Office's software suite (Word, Excel, PowerPoint)
- Prior experience with WideOrbit & Matrix software preferred
- Ability to sit for long periods of time
- Valid driver's license with an acceptable driving record

KAKE is the heritage ABC affiliate in Wichita and the flagship station of the KAKEland network, which has proudly served communities across the state of Kansas for the past 65 years. KAKE provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any kind. Pre-employment drug test is required along with a background screen as allowed by federal, state, and local laws and regulations.

Qualified applicants can e-mail their resume to Brenda Taylor, [btaylor@kake.com](mailto:btaylor@kake.com). No phone calls, please.