



**Job Posting**

<b>Position: (Full-Time)</b>	General Sales Manager
<b>Reports to:</b>	General Manager
<b>Station(s)</b>	CJNW (HOT 107) & CKEA (95.7 CRUZ FM)
<b>Location:</b>	Edmonton
<b>Application Deadline:</b>	January 20, 2019

***Only those candidates selected to interview will be contacted and no phone calls please.***

Harvard Broadcasting Edmonton is looking for an experienced media sales manager to motivate and lead a group of talented sales professionals representing two major market brands.

Are you a believer in the power of radio and digital to build brands? Have you built a successful career based on personal integrity and proven leadership? You must be a problem solver with strong writing and presentation skills that thrives on training and team building. You have the passion, attitude and drive to exceed sales targets in a very competitive environment.

**Essential Duties & Responsibilities**

- Sales recruitment, training, coaching and evaluation reviews
- Submission, scrutiny and achievement of annual station revenue budgets
- Inventory yield management
- Pricing structure, sales strategies and approvals
- Receivables and Collections management
- Work with National Sales Management
- Compensation structure and integrity
- In concert with programming & promotions the enhancement of station branding
- Other duties as assigned

**Essential Knowledge and Skills:**

- An in-depth understanding of the radio medium, its listeners and their impact on advertisers
- Intimate knowledge of the sales process and client needs in a customer focused environment
- Excellent leadership and team building skills
- Computer proficiency in Excel, PowerPoint, Lens, and RTS

**Essential Requirements:**

- The drive, enthusiasm and passion it takes to succeed
- Strong presenter with excellent written and oral communications skills
- Ability to multi-task with keen attention to detail
- Experience working in a team-oriented, collaborative environment
- Minimum 5 years media sales management experience with a preference in radio



**Please send resume and cover letter to:**

**Tamara Konrad**  
**General Manager**  
[tkonrad@harvardbroadcasting.com](mailto:tkonrad@harvardbroadcasting.com)  
**Harvard Broadcasting Edmonton**

**Please put "GSM Opportunity" in your subject title.**

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