



Job Description

Title: Account Executive – Field Sales Representative
Status: Permanent, Full-Time as an Independent Contractor
Department: Sales
Position Reports to: VP of Sales
Supervisory Responsibility: N/A

Position Purpose:

To discuss and develop advertising programs with new and existing businesses in order to develop advertising solutions in both print and on-line products.

Duties and Responsibilities:

- To present Action Media's products to new and existing businesses by developing consultative rapport with customers and educating them on our print and on-line products
 - a) Create advertising proposals based on needs analysis and Return on Investment
 - b) Work on multiple canvasses simultaneously
- Complete all necessary contract and associated layout paperwork and reporting forms
- Establish trade accounts and collect materials for book features (menus, community guides, cover submissions, etc.)
- Attend weekly sales meetings as able
- Stay current on all company sales collateral and policies

Confidential Information:

Customer information

Access to Company funds:

Handle cheques and cash from customers

Working Conditions:

- Driving, Sitting, Standing, Walking
- Speaking and hearing

Requirements:

- A vehicle in good mechanical condition insured with the appropriate coverages required by law
- A valid class 5 driver's license in good standing with no chargeable offences
- Ability to interact with clients over the telephone, through email and in person in a professional and courteous manner
- Minimum high school graduate; Bachelors Degree in Marketing or Communications an asset
- Industry related sales experience an asset.
- Excellent communication (verbal & written) skills
- Strong interpersonal skills and a positive attitude
- Strong work ethic
- Organized with good time-management and multi-tasking skills; able to meet deadlines
- Ability to meet or exceed sales quotas and goals
- Ability to self-manage
- Works well in a high-pressure, fast-paced environment, with little supervision required
- Ability to deal effectively with others, both internal and external
- Familiar with internet programs or willingness to learn
- Able to react to change productively and handle other assigned tasks as required
- Basic Computer Skills required. Competencies in Excel and Word an asset