

Job Category: Marketing/Sales Job Source: nrbjobs.com

# **Job Summary**

Employment Type: Full TimeGender: AnyCareer Level: Entry LevelSalary: NegotiablePosted On: 18 Jan 2025

Application Deadline: 16 Feb 2025

## Job Description/Responsibility

- Responsible for understanding and supporting the sales process/procedures used by iHeartMedia Sales teams
- Enter and revise orders
- Submit special billing requests
- Work with Account Executives to generate proposals
- Respond to Account Executive requests regarding spot times
- Assist the sales team with sales material creation & recaps

# **Education Requirements**

• Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

#### **Experience Requirements**

• No experience is required.

## **Skills Requirements**

- o Previous experience in a sales support or operational support role
- Strong organizational skills and ability to prioritize and multi task in a fast paced environment
- o Technical aptitude with knowledge of Salesforce, Wrike and Veritone a plus
- o A great attitude, flexibility and creativity!
- An understanding of media sales or strong desire to learn about media sales

#### **Work Area**

• Applicant should have experience of working in the following category(ies): Marketing/Sales

# **Industry Type**

• Experience should include the following skills: Media/Advertising/Event Mgt.

Address: New York, NY, united State

Company Website: <a href="http://www.iheartmedia.com/">http://www.iheartmedia.com/</a>