

Now Hiring, Account Executive

KTVF Fairbanks

### Job Summary

KTVF is currently seeking an Account Executive to add to our team. An AE works with local businesses to develop television and digital marketing campaigns in order to help that business grow. They work with existing accounts, prospect and develop new business, and cultivate long-term relationships.

### General Responsibilities

- Call upon accounts (clients) and prospective accounts of the company for the purpose of soliciting advertising and the production of commercials for KTVF and webcenter11.com
- Prepare written proposals and any other necessary presentation materials
- Prepare traffic orders for advertising schedules
- Develop working knowledge of Wide Orbit Traffic, Media Sales, and Matrix
- Handle any preemptions/makegoods
- Coordinate and schedule traffic (copy) and production
- Write up production orders and assist in the production process as necessary
- Maintain good client relations
- Resolve billing discrepancies
- Collection of payments from the client or agency
- Performs other duties as assigned

### Qualifications

- Experience in sales a plus, preferably outside sales.
- Creativity, self-motivated, and enthusiastic personalities are crucial.
- All candidates must also have strong written and oral communications skills, be proficient and comfortable with computers, be able make decisions without supervision, and work in close proximity of others.
- Must be over 18 years of age.
- Driver's license and vehicle required.
- Must have a clean driving record and live drug free.

### **ADDITIONAL INFORMATION:**

Please apply online at [www.gray.tv/applynow](http://www.gray.tv/applynow)

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