



Senior Sales/Underwriting Associate

Smoky Hills PBS is seeking a Senior Sales/Underwriting Associate to add to our team. The Senior Sales/Underwriting Associate is responsible for guiding sales and ensuring sales targets are met. The Senior Sales/Underwriting associate is also responsible for generating leads, managing key accounts, and monitoring competitors activities.

Duties will include, but are not limited to:

- Negotiation of contracts and packages
- Planning, scheduling and delivery of sales meetings with current and potential clients
- Tracking and logging of all sales efforts
- Being knowledgeable about the services provided by Smoky Hills PBS
- Establishing new business relationships and maintaining existing relationships
- Reviewing and assessing sales performances
- Meeting with clients on a regular basis, either in person, virtually, or over the phone
- Identifying and educating perspective clients on sales initiatives

Experience/Qualifications:

- Bachelor's degree in Sales, Communications or related field preferred but not required
- Proven history of excellent attention to detail and ability to multitask
- Strong communication and negotiation skills
- Self motivated and driven by targets
- Must be able to meet strict deadlines
- Solid computer knowledge including Microsoft Word and Excel
- Experience in media broadcasting/television preferred but not required

Position:

The Senior Sales/Underwriting Associate position will be a Full Time salaried position. Compensation will be based on education and experience. Employee benefits included with this position are vacation sick leave, health insurance and KPERS retirement plan. Individuals must be available to work various hours and days including weekends and evenings as needed to assist in station programs and events.

To Apply:

Please email a cover letter, resume, and three references to hr@shptv.org. Position open until filled. EEO employer.