

Capitol File Magazine Job Description

Job title: Sales Assistant

Location: Washington, DC

Reports to: Publisher

PURPOSE AND DESCRIPTION OF JOB

Provides administrative support to sales team, marketing and overall office support. Please note that no position at GreenGale is static, and job functions and priorities should be expected to change as the needs of our company evolve.

ESSENTIAL FUNCTIONS

Description of Function

1. Provide general administrative assistance to local team.
2. Coordinate contract and proposal generation.
3. Ensure sales contracts are fully completed and accurately entered into the sales system.
4. Organize and maintain file system for sales department, and file correspondence and other records.
5. Develop and maintain account information for sales reps in Datatrax, ensuring all details are up to date at all times.
6. Using Media Radar, pull competitive reports and editorial coverage.
7. Assemble sales kits, and promotional materials for client mailings and sales functions.
8. Handle day-to-day administrative tasks including conference calls, calendar management and expense reports.
9. Manage client database and coordinate client contracts using COMPS system.
10. Routine account maintenance, including managing editorial and production deadlines.
11. Gather competitive data for sales team.
12. Interface with clients via phone, e-mail, and in-person as needed.
13. Other duties as assigned.

OTHER FUNCTIONS

Candidates who cannot perform some or all of these duties because of disabilities will nevertheless receive full consideration for the job based on their ability to perform essential functions.

1. Calls customers to follow up on accounts if Account Executive/Director or Publisher is not available.
2. Run errands such as business-related deliveries or pickups for Account Executive/Director or Publisher as needed.
3. Perform other job-related duties as required, including coordinating large long-term projects.
4. Assist on team projects, current events and development of new events, help coordinate in-book promotional pieces and support sales by assisting with sponsorship marketing campaigns.
5. Update Facebook pages and other magazine related social media pages for specific magazine as needed
6. Assist at events.
7. Create PowerPoint presentations for sales pitches.
8. Perform intern coordination for team including prescreening, interviewing and hiring.
9. Other duties as assigned.

MINIMUM REQUIREMENTS

The following are required to enable job holders to perform the essential functions of the job.

(1) Skills/knowledge

Ability to operate a computer, including proficiency in Microsoft Office programs (Word, Excel, Powerpoint) and Gmail.

Ability to navigate Datatrax sales system and MediaRadar.

Proven ability to multi-task, and work under intense deadline pressure.

Ability to operate office equipment such as fax machine, photo copier.

(2) Experience/education

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Minimum one year prior experience working in a print media environment.

(3) Physical effort and dexterity

Note: Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the essential functions of the job with reasonable accommodation.

Frequently required to walk and stand

Frequently required to sit and lift and/or move up to 25 pounds.

(4) Visual acuity, hearing, speaking

Note: Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the essential functions of the job with reasonable accommodation.

Regularly required to talk or hear.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

(5) Environment and scheduling

Scheduled hours are Monday – Friday, 9:00am to 5:30pm with a thirty minute unpaid lunch.

Overtime hours outside business hours may be required as needed.

The noise level in the work environment is usually moderate.

The employee regularly works in an office setting but may be exposed to outdoor climates when required to go offsite.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

1. Design - Demonstrates attention to detail.
2. Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
3. Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
4. Interpersonal Skills - Maintains confidentiality.
5. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
6. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
7. Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
8. Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
9. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
10. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.

11. Judgment - Displays willingness to make decisions; Includes appropriate people in decision-making process; Makes timely decisions.
12. Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
13. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
14. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
15. Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
16. Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
17. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
18. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
19. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
20. Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

It is not the intention of this position description to limit the specific duties of this job, but rather to describe the major responsibilities and activities associated therewith at the time the position was prepared. As our company changes, as its needs change, or simply with the passage of time, the specific task and responsibilities which comprise any job also tend to undergo changes. Such changes may consist of additions to, reductions in, or substitutions of duties and responsibilities.