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# Example of AD Sales Job Description

Our company is growing rapidly and is looking to fill the role of AD sales. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for AD sales

* Administrative account maintenance Book TV and online advertising deals into the traffic systems, prepare confirmation and post campaign reports, send out billing emails, manage status sheets and campaign history sheets, chase copy and liaise with clients and/or agencies to ensure timely copy receipt, check invoices and contracts
* Agency Servicing Supplying media kits and other general information (rate cards, distribution figures, ), response research requests, managing supply/distribution of all marketing goods, assisting in compilation of presentations
* You will be supplying media kits and other general information, respond to research requests and managing supply/distribution of all marketing goods assisting in compilation of presentations
* Display strong storytelling skills using keen research and creative problem solving abilities to satisfy advertiser objectives by strategically positioning Crackle and PlayStation as the optimal solution to their marketing needs
* Pull commercial logs and distributes them to Producers as applicable
* Sell both print and nationalgeographic.com (display, pre-roll, sponsorships, ) represent all National Geographic global media assets including, mobile and digital/iPad
* Pull commercial logs and distribute them to Producers as applicable
* Develops and administers local/regional andnational advertising sales plan and
* Answer and screen telephone calls for SVP Ad Sales Marketing.Tactfully handle inquiries and/or refers to the appropriate party
* Respond to RFPs from ad sales clients

## Qualifications for AD sales

* Able to work contacts and react quickly and aggressively to breaking news developing stories
* 7+ years of media sales experience, preference for candidates with experience in TV in or supporting Philippines market
* Demonstrated ability to consistently grow a business and generate revenues
* Ambitious self starter
* English (fluent) / Spanish (basic)
* Problem solver with creative approaches