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# Example of Advertising Sales Assistant Job Description

Our company is looking for an advertising sales assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for advertising sales assistant

* Send voucher copies of the magazine to agencies and clients
* Manage and update print and digital sales estimates on the sales plan
* Distribute the weekly sales report
* Book advertisements and inserts onto boss and liaising with production on positioning and copy
* Manage the barter ads and take responsibility for organising department events
* Oversee the courier deliveries of issues
* Help collate the social media mentions/buzz after big campaigns
* Answer circulation queries from other offices
* Serve as the administrative assistant to the advertising managers
* Serve as primary contact with sales software programs and processes, directory listings and perform ad order entry for our marketing department

## Qualifications for advertising sales assistant

* Serve as backup for advertising ad order entry system
* Responsible for notarizing all legal affidavits for the classified team
* Process contracts for the department including scanning and uploading into system
* Serve as the primary contact for new hire setup
* Organize and maintain all departmental supplies
* Coordinates weekly departmental meetings