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# Example of Advertising Sales Assistant Job Description

Our company is growing rapidly and is hiring for an advertising sales assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for advertising sales assistant

* Monitor Yangaroo site uploads, review order details, verify naming conventions, notify the AE’s when client orders are received and prepare ad copy instructions for Traffic
* Assist AE’s with client credit card payments, check processing, logging and forwarding checks to lock box according to office and AMS Credit & Collection Policy
* Assist AE’s by sending client airtimes as requested, apply for a Notary Public commission in order to notarize monthly client invoices, and prepare for mailing to clients or agencies
* Answer phones according to phone policy, take and distribute messages, communicate with clients and agencies, interact, correspond with clients on AE’s behalf as requested
* Maintain AE’s supply of media kits, market profiles, zone maps, network descriptions and programming information
* Handle special projects and perform other duties as assigned by Sales Support Supervisor or Sales Managers
* Participate in and successfully complete all assigned training and development courses within course assignment deadlines
* Develop a solid and trusting relationship with Key Accounts team and top clients
* Resolve key issues and complaints
* Develop a complete understanding of key account needs

## Qualifications for advertising sales assistant

* Able to clearly communicate when prioritizing work flow and managing timely assignments
* Candidate with experience and/or interest in the media industry is preferred
* Have a high school diploma or GED equivalent (required)
* Must be friendly, positive and articulate
* Required computer skills include proficiency in MS Office suite and the flexibility to learn in-house specific software applications
* Must have access to vehicle during working hours and a clean driving record