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# Example of Agency Sales Job Description

Our company is growing rapidly and is hiring for an agency 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 agency sales

* Partner with training to develop and publish new employees information regarding training functions, including new hire onboarding, training design and delivery, competency assurance, and ongoing mentor
* Take a lead role in proactively reaching out to employees or relationship partners to educate them on systems and other processes
* Support the team in the leader absence for all agency operations
* Manage and scale MoPub’s programmatic sales team efforts with agencies, trading desks, and marketers with defined expertise in programmatic buying, audience creation, campaign management, and optimization techniques
* Lead and set advertiser strategy in partnership with top agency trading desks like Xaxis, Publicis, GroupM
* Manage a team of programmatic specialists day-to-day helping to develop and promote the professional advancement through training and mentorship
* Serve as an expert in key programmatic business trends, new technologies and best practices
* Train PDL team on packaging and selling programmatic inventory
* Construct deals and curate spend through private marketplaces for alignment with client objectives
* Consult Supply leadership to ensure alignment across supply + demand needs

## Qualifications for agency sales

* Follow up to complete the agency application process for new agencies and obtain approval of the new agency
* Complete set-up and initial training of new agencies
* Introduce new agencies to all applicable legal and underwriting personnel
* Complete required agency visitations and complete Agency Visitation Checklist at least once per quarter
* Complete Policy Inventory Reconciliations for all agents in the sales territory at least once per year
* Ensure agents' compliance with all relevant licensing and other regulatory requirements