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# Example of Local Sales Assistant Job Description

Our growing company is searching for experienced candidates for the position of local sales assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for local sales assistant

* Routinely update orders and systems data entry
* Assist AE’s to prepare presentations using comScore, Kantar, and Strata data
* Back-up and cross-train with other members of our sales and administrative teams
* Assist with the organization of our local lifestyle show, Living Local
* Creating new sales packages in a timely and efficient manner as outlined by the AE’s and management
* Assist the AE’s in building packages and or providing reach and frequency for existing packages with Wide Orbit Media Sales
* Updating WO rate card
* Work with production to provide video examples of each special event and maintain historical archive after each event
* Management of the TV Sales Shared Network Drive’s contents including the sales presentations, packages
* AE trackers for management (including weekly activity, new business, pipelines)

## Qualifications for local sales assistant

* Strong degree of customer orientation and responsiveness to needs of internal and external customers
* Good written literacy skills
* Fast, error-free typing skills
* Fluency in English with excellent writing and interpersonal communications skills
* Experience or accredited training with digital video and/or television broadcasting administration
* Competency with the full range of MS office tools