



Example of Executive, Senior Executive Job Description

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Our company is hiring for an executive, senior executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for executive, senior executive

- Working closely with Sales Managers, Client Service executives, Regional Sales Rep Offices and Sales Agents/Partners (as assigned) to manage all on air advertising and sponsorship commitments
- Coordinate billing and invoicing requirements with Finance department and working closely with Head of Sales on the revenue tracking
- Coordination with client service/booking team or media agencies/clients for advertising materials, copy instructions and maintenance of campaigns
- Keep track on campaign airings to ensure complete delivery and fulfilment of client's entitlements
- Working closely with Client Service for post campaign analysis and air checks
- Responsible for the submission of timely post campaign reporting to agencies/clients
- Assist in the management of inventory
- Responsible for updating weekly revenue reports to ad sales management
- Compare prices & products listing from competitive websites
- Leading the project for Locomotive Electrical & Mechanical system development, delivery, system integration and customer acceptance

Qualifications for executive, senior executive

- Strategic selling processes

- 4-year college degree preferred, BA/BS or equivalent
- The ability to gain a comprehensive level of understanding of the accounts you work on, including their business, products, markets, personnel, outside influencers, and be able to concisely convey this knowledge to the media and account team members
- Solid understanding of all public relations tools and be able to recommend a variety of strategies to your clients