

## Sr. Account Executive

Max Radio of Denver has an immediate opening for a Sr. Account Executive. Hard work and tangible results bring large rewards here at Max Media of Denver. You must be an accomplished new business prospector/qualifier, a strong closer and thrive in an environment of self-accountability with a strong desire of earning six figures. If you have experience calling on agencies, can achieve revenue and share goals, develop new, local direct advertisers by soliciting area businesses, service clients to maintain positive working relationships, prepare sales orders and production requests to meet deadlines, assist in collections, provide weekly and daily sales reports regarding prospective sales, daily calls, forecasts and competition analysis and adhere to station standards of performance, we would love to talk to you!!!

### Essential Duties:

- Prospect, market, sell and service advertising air time.
- Negotiate business based on industry ratings in order to maximize station revenue and share within parameters set by station management.
- Achieve revenue and share goals set by Sales Manager.
- Develop new advertisers by soliciting area businesses.
- Service clients to maintain positive working relationships.
- Prepare sales orders and production requests in timely manner.
- Resolve billing discrepancies and assist in collections of past due accounts.
- Provide regular reports to Sales Manager regarding prospective sales orders, daily call sheets, itineraries, new prospect lists, forecasts, and competition analysis.
- Monitor competitive media to continually prospect for new account leads.
- Follow station/company practices/ policies for processing, invoicing, calculations of sales.
- Adhere to minimum standards of performance as established by Sales Manager.
- Develop account list from various sources.
- Conceive and execute written proposals.
- Additional Responsibilities.

### Required Skills/Education & Certification:

- High School graduate, 4 year college degree preferred.
- Background in related media sales with a minimum of 3+ year experience, radio preferred
- Outstanding marketing/presentation skills.
- Strong organization skills.
- Must possess understanding of ratings services.
- Conversant in radio broadcast vocabulary.
- Computer literate.
- Excellent oral and written communication skills.
- Strong interpersonal skills.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, sex, age, disability, sexual orientation, or any other characteristic protected by law, in all personnel actions. We specifically encourage referral of qualified minority and female applicants. Please mail or email resumes.

### Mail:

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