



Division/Department:	Corporate
Location	Largo, FL
Job Title	Corporate Sales Associate
Reports to	VP of Sales, Marketing, and Engagement
Wages	Salary discussed during interview. Other Benefits: End of year bonus, Health Insurance (% split with employer) PTO benefits as defined in handbook, 403b Plan matching \$56 per month.

Level/Grade	Type of position: ☒ Full-time ☐ Part-time ☐ Contractor ☐ Intern	Hours: 40/week ☒ Exempt ☐ Nonexempt Monday – Friday: 8am – 4pm
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Summary:

Collaborates with the National Sales Director to support and grow national sales initiatives by maintaining existing client relationships and identifying new business opportunities. This role is responsible for managing and expanding the client base across CTNi, the UK Stream, and On Demand platforms.

Essential Duties and Responsibilities:

1. An excellent working knowledge of CTN. This includes the history of the network, as well as knowledge of programmers and company procedures.
2. Research new programs to reach out to, including Satellite sales, to give to the National Sales Director to pursue.
3. Serve as a backup to the National Sales Director anytime they are not in the office.
4. Review Aged Receivables monthly for corporate contracts and make recommendations to leadership.
5. Responsible for sales for CTNi, UK programming, and On Demand, which includes negotiating rates, contracts and scheduling.
6. Keep accurate tracking for sales communications and follow-ups.

7. May be required at times to represent the organization at a CTN booth at various events throughout the year.
8. Assist with other tasks as assigned by the National Sales Director.

Required Skills/Abilities:

- A minimum of 3 years in media sales or advertising sales is required.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills.
- Excellent interpersonal skills.
- The ability to process negative feedback and remain professional.
- Proficient with Microsoft Office Suite or related software.

Education Requirements:

- Minimum: Bachelors' degree
- Preferred: Degree in Marketing, Communications, Business or related field.

Other:

- Must be a born again Christian and attend a Bible believing church.
- Be a team player with strong interpersonal skills and patience.
- Some travel may be required to events, conferences, or conventions.