



Inside Sales Assistant (4-month Contract 35-40 hours per week) – Start Immediately

Who We Are:

We are a local, Calgary-based TV series that airs weekly on CTV Calgary and CTV Two. Our focus is to share the best of Calgary, while helping our viewers navigate the local housing industry. We regularly feature prominent, influential Calgarians and take our viewers to exciting Calgary hot spots. Our host, Kim Hayden, is a local entrepreneur, business leader, and real estate agent turned TV show host. We have a full crew of award winning, industry professionals who produce the entire series in house. We're moving into our second season and are looking to expand our reach and grow our brand recognition.

Job Summary:

We are looking for a fun, experienced team player to fill the role of Sales Assistant. The person in this position will play a critical part in helping raise funds to support the operation of the series. This role will report to the Sales Lead to determine the scope of the work on a weekly basis. This full-time role offers flexible hours and scheduling.

Responsibilities and Duties:

- Work closely with the Sales Team to generate leads and creative sales strategies
- Research potential leads for sponsors, advertiser and clients
- Contact potential sponsors, advertisers and clients via email, phone and in-person (if required)
- Prepare and disseminate sales package materials and sales agreements
- Communicate regularly with sponsors and advertisers and address any issues that may arise and ensure all contractual obligations are being met
- Establish sales tracking and monitoring processes and prepare weekly sales reports
- Take part in sales and production meetings
- Administrative duties

Desired skills and experience:

- 1-2 years experience in sales and/or administration
- Strong communication skills and good telephone manner
- Persuasive ability, patience and diplomacy
- Confident and outgoing personality
- Strong research skills
- Self-motivated, positive attitude, organized and efficient with time management
- Great at networking and establishing short and long-term relationships with clients
- Proficient in Microsoft Word, Excel, PowerPoint and Google Drive apps
- Basic understanding of design and experience using Adobe Illustrator, Photoshop and/or InDesign would be an asset
- Understanding of and/or experience in the television industry would be an asset

Please submit resumes to [productionadmin@homesandlifestyles.ca](mailto:productionadmin@homesandlifestyles.ca) by 5:00pm on Monday January 29, 2018.