**389 Meadow Street Waterbury, CT 06702**

**Advertising:**

**Digital Advertising Administrator - Sales & Development**

Administer service of digital advertising clients. Fulfill digital programs, including ad-serving, deals, contests, and other advertising programs. Assist Sales Executives with digital options.

Prepare reports; provide digital support to Outside Sales Representatives. Provide customer service and ad sales for advertising clients, in person, phone and email. May visit clients occasionally.

We seek candidates with HS or AA in related field. Must understand digital services and technology plus a strong ability to use Microsoft suite of products and reporting tools. Excellent interpersonal and office skills. Previous sales experience a plus. Data entry (text and numeric). Reliable personal transportation required.

**EOE/M/F/D/V/SO**

Job Type: Full-time

Pay: From $18.00 per hour

Benefits:

* 401(k)
* Dental insurance
* Health insurance
* Paid time off
* Vision insurance

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**Advertising Account Executive – Outside Sales**

**Advertising Account Executive - Outside Sales**

This full-time position is responsible for developing and selling out complete compliment of products including print, digital, contests and promotion; providing information to advertisers in a consultative manner; creating effective, professional sales presentations; and creating strong relationships with clients and the local community.

**Qualifications Required:**

Strong knowledge of print and digital media. Sales experience in online, print, broadcast, cable or radio a plus. Must be comfortable with cold-calling to develop new business. Excellent verbal and written communication skills. Ability to manage multiple products in a deadline-driven environment. Must have valid driver's license and daily access to an automobile.

**EOE/M/F/D/V/SO**

Pay: $30,000.00 - $50,000.00 per year

Job Type: Full-time

Pay: $30,000.00 - $50,000.00 per year

Benefits:

* 401(k)
* Dental insurance
* Health insurance
* Paid time off
* Vision insurance

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**Inside Sales Representative - Classified Sales**

Full Time: Monday – Friday 8:30 am – 5:00 pm

**Responsibilities include but not limited to:**

Telemarketing outbound calls

Consumer Guide – increase advertising

Special Sections – Lead generation

Process and upsell classified advertising that may be submitted for publication by phone, email, Postal service and/or in person, from private party customers, agencies and commercial advertisers.

Solicit new advertising

Initiate Renewals

Other duties as assigned

**Successful candidate must:**

Possess exceptional customer service skills and Customer Management skills

Be knowledgeable about rates and products

Exhibit a proficiency and accuracy in computer skills essential - to include but not limited to:

· Microsoft Office Suite: Word, Excel

· Miles 33 Futureproof

**EOE/M/F/D/V/SO**

Job Type: Full-time

Pay: From $14.00 per hour

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