

JOB DESCRIPTION

JOB TITLE: National Account Coordinator
LOCATION: Austin, Texas
DEPARTMENT: Sales
REPORTS TO: National Sales Manager / National Account Manager

POSITION OVERVIEW

The National Account Coordinator will assist the National Sales Manager and National Account Manager in transaction support, including: reviewing entered orders, assisting managers with make goods, coordinating promotions events and coordinating ad copy.

FUNCTIONAL RESPONSIBILITIES:

Reviewing orders entered by each market's sales assistants and adjusting as appropriate
Reviewing bumps to assist managers with determining make goods
Work with AE, NSM and Promo dept to coordinate all elements for promotions events
Prospect and research businesses as necessary
Generate system reports for tracking and forecasting
Prepare market and ratings data for use in National meetings
Coordinate with Traffic and national sales assistants on ad copy
Assist accounting with billing and invoicing for National clients
Misc. tasks (e.g., expenses for NSM, answering calls, filing, booking travel)

EDUCATION REQUIREMENTS:

College degree required

EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:

Detail Oriented
Strong Organizational skills
Basic Spanish language skills
Experience in Customer Service
Excellent verbal and written communication skills (English)
Strong multi-tasker
Windows, Office with an emphasis on Excel proficiency

Following would be a plus:

Previous advertising/media experience
Knowledge of Donovan, OSI, Media Ocean, Matrix, Concur
Exposure to Nielsen Ratings system

INTERESTED CANDIDATES PLEASE SUBMIT RESUME TO:

cescobar@univision.net

Subject line: National Account Coordinator, Job # KAKW2012-03

NO PHONE CALLS PLEASE

We do not confirm receipt of resumes

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