

Title: Sales Coordinator

Department: Advertising

Job Summary: PhillyVoice.com is searching for an outgoing, enthusiastic team player to work with our sales team in driving new business through prospecting and development. This position is also responsible for servicing advertising clients by coordinating the movement of assets as they relate to specific campaign deployments.

This position is for driven, highly organized, and outgoing individuals who thrive on surpassing goals and have zero hesitation making cold calls and building relationships with advertisers and agencies.

Primary Responsibilities:

- Prospect and develop new business relationships across multiple verticals that supports the sales team in meeting goals
- Provide weekly status reports and pipeline updates in a structured and formal format
- Provide accurate data within the PhillyVoice.com CRM system to produce sales activity, forecasting, and performance reports
- Coordinate and retrieve creative assets with clients and oversee effective campaign rollouts with extreme attention to detail and flawless customer communication skills
- Understand market trends, changes and competitive media. Continuously improve industry and product knowledge

Qualifications:

- 2+ years of proven successful sales or marketing experience
- A clear understanding of digital sales operations and what it takes to succeed
- BA/BS degree in Communication, Business, Marketing or a related field, or equivalent training and/or experience
- Must be a great communicator, have the ability to handle all levels of sales pressures and deadlines, and have the motivation to drive new business

Working Conditions:

- Remote/Co-working/shared office environment with moderate noise level; Able to work flexible hours, travel to Philadelphia office, and operate remotely on a regular basis. Must be able to remain stationary, often sitting for a prolonged period of time

Launched in 2015, PhillyVoice.com is a digital news publisher and marketing company that serves more than 25 million users annually with must-know and entertaining content. PhillyVoice.com offers the latest in digital marketing products and services to serve our clients throughout the Philadelphia region and beyond.

All resumes can be sent to Jobs@PhillyVoice.com. Please include "Sales Coordinator" in the subject line.

PhillyVoice is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, veteran status or any other status protected by law.

While we would like to respond to every candidate, we can only respond to those who match the criteria listed.