



Sales Assistant Full-Time Position

*Since 1954, CHCH-TV has been one of Canada's leading local heritage stations, serving the dynamic and rapidly growing regions of Hamilton, Halton and Niagara with a strong commitment to quality news programming. We have an immediate opening for the position of a **Full-Time Sales Assistant**. In this position, you will actively prepare reports and analysis, provide exceptional customer service and become an intricate component of our progressive team environment.*

A day in the life of a Sales Assistant:

- Provide administrative support to the Sales Team, General Sales Manager and Research Manager
- Update, revise and maintain Salesforce, REP-PAK and Broadview
- Provide standard and on-demand reports, lists and updates
- Coordinate Telecaster submissions
- Track availability of infomercials and dub requests
- Create and update weekly planners to organize activities and tasks
- Develop and maintain pre-logs and logs correspondence
- Collaborate with Accounting, Marketing and other departments
- Other duties as assigned

This position may be for you if you possess the following skills/attributes:

- Requirement of CRM Software experience, preferably Salesforce
- Proficiency in Microsoft Office, particularly in Excel, and G-Suite
- Previous experience within the broadcast/media industry an asset
- Ability to adapt to a changing environment and handle multiple priorities in a fast-paced environment
- Proven problem solver, taking on challenges and finding creative solutions
- Experience with customer service, showing professionalism and a positive attitude
- Ability to communicate with team, organizational departments and third parties
- Superior time management and organizational skills
- Self-starter with the initiative to work unsupervised or as part of a team
- Ability to develop effective working relationships with team members, peers and industry colleagues in a team environment
- Strong commitment to excellence and attention to detail

This is a union position in Functional Group W, Classification Group 8.

Please send your resume and cover letter in confidence to hr@chch.com quoting Reference# CHCH-SA-2020-12.

21950015 Ontario Inc. is a member of the Channel Zero group of companies and along with its subsidiaries, affiliates, and related companies is an equal opportunity employer dedicated to diversity in its workforce. Please note that all qualified candidates are encouraged to apply but applications from Canadians and permanent residents will be given priority. We thank all applicants for their interest; however, only selected candidates will be contacted. No telephone calls or agencies please.

About CHCH

CHCH produces over 24 hours of original local news programming each week. With a primetime line-up anchored by movies, news magazine shows, and hit dramas, CHCH is available to over 92% of Ontario households and is viewed by millions nationally each week. CHCH News is produced daily out of its broadcast studio located in Hamilton, Ontario. For more information, please visit chch.com.