

Life Magazines

Title: Sales Representative
Division: Life Magazines
Reports to: Commercial Director

Job objective:

To achieve sales targets through effective new business sales and account management. Meet all deadlines for magazine and website production.

Responsibilities:

- Generate and/or follow up on advertising leads
- Maintain existing accounts through effective account management
- Proactively seek new business opportunities using local media and others to generate leads
- Service advertising accounts, including:
- Send media packs and follow up
- Complete contracts and other paperwork and provide copies to Commercial Director
- Communicate with clients regarding ad copy, deadlines, special issues & promotions
- Monitor debt and collection status of accounts
- Communicate with design personnel on client requests for ad design and changes
- Obtain client signature on proofs for all new ads and copy changes
- Communicate regularly with Commercial Director regarding questions, problems, and progress and update CRM system
- Maintain and submit a weekly account of activity to the Commercial Director
- Update the sales monitor on a daily basis
- Assist where necessary colleagues within the sale team on achieving their objectives/sales campaigns
- Any other items deemed by Navigate to fall under the authority of this position

The sales representative will also:

- Receive monthly bonus as per the agreed structure
- Attend meetings and networking events where necessary

This is not meant to be an exhaustive list of all the duties of the Sales Representative but an outline of the major responsibilities for this position. Navigate reserves the right to change this job description as needed.