

Position: Account Executive

Max Media of Hampton Roads, LLC has an immediate opening for an experienced Account Executive. This position is responsible for selling integrated marketing solutions in a fast paced, rapid changing media industry.

Responsibilities include but are not limited to:

- Sell on-air, digital and mobile marketing solutions in a competitive and diverse market
- Maintain and grow existing relationships by providing exceptional customer service
- Strategically identify and solicit new business opportunities
- Research, compare data and analyze client needs in order to design effective marketing proposals, offering a comprehensive range of products
- Close new business and execute marketing campaigns as agreed upon
- Achieve monthly sales goals and objectives
- Prepare business correspondence and complete various routine internal forms
- Input new leads and update existing leads into CRM system
- Input traffic orders routinely and upload required copy in a timely manner to meet established deadlines

Required knowledge and skills:

- Minimum of 2 years of sales experience in a similar capacity
- Self-motivated, creative, and a proven ability to exceed goals
- Detail oriented, problem solver, and the ability to work with minimal direct supervision
- Possess strong communication, presentation and organization skills
- Proficient in Microsoft office programs (outlook, word, excel, power point)

Preferred skills:

- Experience with Marketron traffic system, V-creative, Matrix (CRM) and Nielsen

For consideration, e-mail resume and cover letter to jobs@maxmediava.com. Please reference position and job req in the subject line. No phone calls please.

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