

Job Title

Media Sales Executive  
Location: Chicago, IL

Proposed by

# Behind **Class** Doors

Advertising Agency

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## Media Sales Executive

### About the Job

Red Carpet Concierge is the world's newest leading on-line publisher of concierge news. Our clients include some of the up and coming businesses such as URSUPERMODELS, "Yana"-a Chicago Fashion Designer, Cover Chicago TV, Premier Home Health Care, Cityfront Apartments, Steve Starr, Celebrity Photographer, Tomi Wahlstom, consultant, Great Lakes Events and more.

We have been nominated by BIZ BASH for Outstanding Marketing and PR and are recognized by a growing number of media companies. Our strategic concern is to understand our key resources, consult experts, and decide what needs to be measured to critique our media performance.

Concierge Media Group will set policies and strive to implement them. At times this will require flexibility and encourage impromptu arrangements. Our group is driven by goals and effectively serves the media community with specialized knowledge.

If this sounds like a company you would like to create for, you will need to have a solid sales background for attracting clients. Experience in media sales is desirable, but not essential – what is essential is the drive to be successful, the ability to motivate yourself and the focus to make the most of every opportunity.

The role will be as much about being an expert on your market as it will about generating revenue. You will need to be able to identify your targets creatively, have constant energy, excellent negotiation skills, and the ability to close deals quickly and effectively.

In return you will receive a market leading commission structure without limits on top of ongoing training and development, as well as additional incentives. This will be a home based position.

### Key Objectives

To sell display advertising for our on-line publication and partner with Event Manager to promote client networking. It involves selling direct to clients and to advertising agencies predominantly over the phone. The role-holder is expected to work within the framework of daily call time targets and publishing deadlines, actively source new revenue streams, and positively represent both Red Carpet Concierge and the corresponding clients at all times.

## Key Responsibilities

Selling Display advertising into one (or more) of Red Carpet Concierge titles.

Working towards and exceeding targets, including maximizing all revenues, managing yields and adhering to strict time deadlines.

Actively and creatively sourcing leads, potential advertising opportunities and new revenue streams.

Building and maintaining strong relationships with key decision makers.

Maintaining accurate client and advertisement booking records.

To handle any client issues efficiently and professionally, while keeping costs to Red Carpet Concierge to a minimum.

Prioritizing and managing workloads efficiently.

The role-holder will attend fully prepared any training or additional meetings when required.

Representing both Red Carpet Concierge and their Partners positively and professionally at all times.

There may be, at times, a business need to attend industry events to promote Red Carpet Concierge. This will be decided at the manager's discretion.

If you can make a difference to a media market leader and you are a Red Carpet type of person, we would love to hear from you.

Email your resume to [Sandy@redcarpetconciiergeofchicago.com](mailto:Sandy@redcarpetconciiergeofchicago.com)