

Job Title:	Digital Sales Executive
Reports to:	Digital Manager
Department:	Digital, Sales
Key purpose of the job:	Maximise digital revenue & implement digital media
Key Responsibilities:	<ul style="list-style-type: none"> ▶ <u>Digital Revenue Generation:</u> Work within a team to maximise revenue across all digital revenue streams. Responsibilities include: <ol style="list-style-type: none"> a. develop into a digital sales expert, driving and supporting digital sales pitches. b. contribute at all phases of the pitch process from quick accurate and helpful responses to client enquiries to receiving briefs, brainstorm and presentations c. become the first port of call for all internal and external digital enquires, turning them into leads to generate revenue d. take a lead role in agency and client meetings e. generate post campaign analyses of digital activity for internal reference and after-sales care purposes ▶ <u>Campaign Implementation:</u> Ability to project manage multiple parties to ensure campaigns are delivered to agency/client needs. Responsibilities include: <ol style="list-style-type: none"> a. pre-production tasks: e.g. booking, chasing assets and briefing internal or external production teams b. Management of the production process, liaising with multiple stakeholders, including internal departments, agencies and clients c. use of multiple tracking systems to monitor campaign delivery and for feedback purposes d. deliver under pressure against strict deadlines e. trouble-shoot issues as they arise. ▶ <u>Additional key responsibilities include:</u> <ol style="list-style-type: none"> a. create case studies with client testimonials for successful campaigns b. use the Content Management System to post content on Metro.co.uk c. the use of the Competition Registration System to create competitions

Skills:

- ▶ Outstanding aptitude for sales – “a natural sales person”
- ▶ Intuitive understanding of how digital media ‘works’
- ▶ Basic understanding of and interest in the press marketplace
- ▶ Instinctively organized, with initiative and an abundance of common sense
- ▶ Excellent computer literacy and ability to learn new software and processes quickly
- ▶ Exceptional attention to detail delivering precision and accuracy under pressure
- ▶ Natural project manager, ability to stick to deadlines and be calm under

pressure

- ▶ Strong working knowledge of Microsoft Office software

Competencies :	<ul style="list-style-type: none">▶ Drive & Energy: enthusiasm and “self-starter” nature important▶ Communication: excellent communication skills important▶ Flexibility: strong capability to multitask, prioritise and be flexible▶ Team Work: be a supportive team player with many different teams
Attitude	<ul style="list-style-type: none">▶ Positive approach▶ Emotional resilience▶ Self awareness
Experience / Qualifications:	<ul style="list-style-type: none">▶ Educated to degree level▶ Experience of working in a sales environment▶ Proven history of managing complex projects involving multiple stakeholders▶ Digital sales experience an advantage▶ Experience at a digital publisher, or in the digital department of a media agency an advantage▶ Experience implementing digital media an advantage

Additional information

Based:	Northcliffe House, Kensington
Hours:	09:00 – 17:30 Mon – Fri
Benefits:	<ul style="list-style-type: none">▶ Entitlement to AN Pension Saver after probation period▶ Healthcare after two years▶ Free on site gym and subsidised restaurant▶ 25 days annual leave rising to 30 after 3 years service

Closing date 26th March.
Please send your cv to opportunities@ukmetro.co.uk