



P.O. Box 27 - Frisco, CO 80443
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Part Time, Account Executive Job Description

Self-starter, energetic, community minded, passionate radio listener to assist in the growth Krystal Media's sales portfolio. The primary responsibility of this role is to take the lead on prospecting new business in Summit County and pitching strategic media plans to deliver against client objectives. This includes writing comprehensive proposals, ad copy ad making sure the pre/post sales processes are seamlessly adhered to, including plan development, order entry, traffic, billing and collections.

This position is 100% commission based with lots of flexibility. We ask that you attend our weekly team meeting, in person, each Wednesday from noon-1p.

A successful candidate will be self-motivated and involved in the Summit County community. If you like being out-and-about in and around our beautiful mountain towns, you enjoy talking to people, this position is for you. We strive to make in-person connections. This is not a 'zoom/teams' sales position.

Part Time Account Executive Duties and Responsibilities

- Collaborate with Krystal sales reps on proposal development, and best practices for presentations.
- Work closely with the team to review and analyze campaign results.
- Achieve a thorough understanding of all internal systems to respond to client requests.
- Participate in internal brainstorming sessions.
- Analyze competitive activity in the marketplace.
- Expectation to achieve a monthly sales goal and carry an individual account list.
- Responsible for radio campaign execution and maintenance
- Expectation to achieve a monthly sales goal and carry an individual account list.
- Expectation to grow radio revenue and account base
- Additional duties both willingly and assigned



Qualifications

- BS/BA degree preferred
- 2+ years of sales/ media experience
- Bonus points for radio and television experience.
- Experience responding to media RFPs from advertising agencies and/or media clients.
- Ability to thrive in a fast-paced, dynamic environment with revolving deadlines.
- Strong attention to detail, organizational and analytical skills.
- Strong computer skills including advanced knowledge of Microsoft Word, Excel and PowerPoint.
- Local candidates: will need to reside in Summit County

Details and Benefits

- Part Time position
- Competitive commission rate above and beyond other media companies in Summit.
- Hybrid work: expectation to work both in-office and remotely

Email Resume and interest letter to Lindsey@krystal93.com
Lindsey Cotton, General Manager

