

## JOB DESCRIPTION

<b>Job Title</b>	Telephone Sales Executive, LIFE MAGAZINES
<b>Location</b>	Preston. The company, however, reserves the right, at anytime, to require you to work at a different location either on a temporary or permanent basis on reasonable notice
<b>Reference Number</b>	SP / TS / 0710
<b>Reporting Relationships</b>	The successful candidate will report to the Special Projects and Brand Manager.
<b>Job Purpose</b>	To sell the benefits of advertising within specific special publications, both print and digital, across Archant Life magazine titles footprint, over the telephone to potential clients. To ensure that targets and standards are achieved.
<b>Job Dimensions</b>	This role requires you to provide guidance to advertisers in relation to the needs of their business and the solutions our products can offer. You will need to use your negotiating and selling skills to good advantage, and be able to write good advertisement copy to enable you to recommend the best advertising solutions for your clients.
<b>Organisational Chart</b>	As a member of the Special Projects advertisement sales team you will report directly to the Special Projects and Brand Manager who in turn reports to the Publisher.
<b>Communication &amp; Working Relationships</b>	You will work as a member of the advertisement sales teams and as such will have interaction with other departments within the company in the production of county magazines i.e. production, editorial, circulation, I.T., credit control, accounts and training.
<b>Most Challenging Part of the Job</b>	Working in a business that is both target and deadline driven can be stressful at times as is the challenge of being self disciplined, self motivated and organised. To help balance the occasional pressures of the role the teams meet together regularly to ensure that: the business continues to progress against it's objectives; a positive team spirit always prevails, we maintain good communications and everyone has 'fun' in the process of carrying out their duties successfully. Equally, the Special Projects and Brand Manager will have regular telephone and face-to-face contact with you to support and help you achieve your goals.
<b>Health &amp; Safety</b>	All employees must observe and comply with Archant's policies and procedures for health & safety.
<b>Equal Opportunities</b>	All employees must observe and continually promote equal opportunities and customer care in line with Archant's aims and objectives.