



## PERSON SPECIFICATION

<b>Job Title</b>	<b>Media Sales Executive</b>	
<b>Location</b>	Based at an Archant London office with frequent travelling to customer's locations within the Archant London circulation area. The company 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>Remuneration package</b>	On Target Earning range £23k per annum Made up of basic starting salary from £17k per annum, plus commission Company Vehicle provided	
<b>SECTION</b>	<b>ESSENTIAL CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
Education/qualifications/ Training	To have completed a general education	Application form
Experience	Must have a minimum of 1 years sales experience	Application form/ Interview
Knowledge/ skills	<p>Must be able to demonstrate face to face and telephone presentation skills</p> <p>Must be able to demonstrate a proven record in proactive selling</p> <p>Must have an understanding of the importance of internal and external customer care</p> <p>Must be able to show an understanding of the importance of advertising to a business</p> <p>Must be able to demonstrate an understanding of the importance of team working</p> <p>Must display an acceptable level of written presentation, spelling &amp; numeracy</p> <p>Full UK Manual driving licence</p> <p>Must be able to demonstrate strong negotiation skills</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Interview</p> <p>Application form/ Interview</p> <p>Interview</p> <p>Work sample test/ application form</p> <p>Copy provided</p> <p>Interview</p>
Work related attributes, qualities/ competencies	<p>Must be able to demonstrate an understanding of self-motivation</p> <p>Must be able to work using own initiative</p> <p>Must be able to make appropriate decisions and prioritise under pressure</p> <p>Must have proven key board skills</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form</p>