



**JOB TITLE:** Sales Advisor - Part Time

**BUSINESS UNIT:** Metroland West, Classified - Hamilton Spectator, 44 Frid Street, Hamilton, Ontario L8P 4M3

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We are seeking to fill a Part-time Classified Sales Advisor position at The Hamilton Spectator. The successful candidate would be responsible for assisting clients with advertisement copy and design as well as with Metroland marketing programs, researching advertisers in competing publications and websites and prospecting and developing new clientele.

**KEY ACCOUNTABILITIES**

- Accurately create ad text for the online listing with close attention to detail
- Accurately create the verify client accounts and account detail and record information in a database
- Prospect for new accounts, source leads, cold call, and research to generate sales in multi-media platforms
- Responsible for ongoing sales with both new and existing clients
- Develop and maintain strong business relationships with clients to build business opportunities
- Provide customers with creative and effective advertising solutions
- As part of this role, you will be required to handle credit card information. Metroland Media is PCI compliant company, and requires people in this role to take PCI training to handle cards in a safe and compliant manner

**WHAT WE'RE LOOKING FOR**

- Minimum 1+ years of sales experience
- Very personable and comfortable on the phone
- Must have exceptional computer & Internet skills with Microsoft Office knowledge (Excel, Word & Outlook skills a must)
- Must be able to work nights, weekends and variable hours
- Able to type 40 wpm minimum, and must feel comfortable with alpha numeric data entry
- Time management and organizational skills with the ability to multi-task
- Fast learner, with the need to learn on the fly
- High level of accuracy and attention to detail
- Strong written and verbal communication skills - English spelling and grammar accuracy a must
- Creativity and good vocabulary is required to compose Ad Text
- Outstanding work ethic, high energy and action oriented
- Ability to work cooperatively in a fast paced and constantly changing environment
- Willingness to learn new technologies and continually upgrade skills
- Problem solving skills

Metroland is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Metroland will endeavour to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

If this sounds like a fit for you, please apply by **February 21, 2018**

**Internal Candidates** apply to our internal posting portal on *MyMetNet* under *My Career*

**External Candidates** please apply to our external posting portal: <https://careersen-metroland.icims.com>

Thank you for your interest. Only those candidates selected for an interview will be contacted.