

B-8:	Account Executive	
	Date of Hire:	10/15/2012
	Referral Source of Hiree:	Employee Referral
	# of Interviewees for position and referral sources of interviewees	11 Interviewees
		American Woman in Radio 3
		TAB 1
		Internal Posting 3
		Employee Referral 3
		Greater Hispanic Chamber 1

* Recruitment for positions B-7, B-8, and B-9 occurred at the same time. The employment unit recruited for two Account Executives, which fulfills a sales role for the unit, for positions B-7 and B-8 so the same applicants could be used to recruit for those positions. The employment unit created a new position, B-9 National Account Manager, during recruitment for positions B-7 and B-8. The National Account Manager fulfills a similar role to the Account Executive, acting as the sales manager handling national accounts.

JOB DESCRIPTION

JOB TITLE: Single Market Account Executive
LOCATION: Austin, Texas
DEPARTMENT: Sales
REPORTS TO: Single Market Sales Manager

POSITION OVERVIEW:

Individuals in this role handle client and agency accounts with high potential in a single market. These could be current high spend accounts or ones that have the potential for substantial growth. Key tasks of this role include: contacting and presenting to clients and agencies, negotiating contracts and executing transactions.

FUNCTIONAL RESPONSIBILITIES:

- Prospect and generate new leads, as well as qualify leads generated by support functions
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- Work in partnership with support team on pre-sale processes (e.g., preparing drafts of presentations, proposals)
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- Prepare reports for and attend internal meetings

EDUCATION REQUIREMENTS:

- College degree required

EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:

- Minimum 2 years experience in Sales or Marketing/Promotions
- Strong written and verbal communications skills
- Client skills including prospecting, conveying value proposition and overcoming objections
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- Must possess a good driving record and a valid driver's license

Following would be a plus:

- Basic Spanish language skills, written and oral
- Previous advertising/media experience
- Knowledge of Donovan, Nielsen, OSI, Matrix, Concur

INTERESTED CANDIDATES PLEASE SUBMIT RESUME TO:

JOB TITLE: Single Market Account Executive

JOB NUMBER: KAKW12-05

C/O: KAKW TV 62

Attn: Christie Humphries

Re: #KAKW12-05

2233 W. North Loop Blvd.

Austin, TX 78756

Or email chumphries@univision.net

NO PHONE CALLS PLEASE

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Single Market Account Executive

General Information

Job Posting ID: 2653894	Creation Date: Jun 07, 2012
Employer Posting No: ---	Closing Date: Jul 07, 2012
Job Site Address: AUSTIN, Texas 78756	Employer Type: Private Sector
Openings Filled: 0 of 1	
Contacts: 0 of 25	Status: Open

Single Market Account Executive

General Information

Job Posting ID: 2641635	Creation Date: Mar 09, 2012
Employer Posting No: KAKW2012-05	Closing Date: Apr 08, 2012
Job Site Address: AUSTIN, Texas 78756	Employer Type: Private Sector
Openings Filled: 0 of 1	
Contacts: 0 of 99	Status: Open

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Supervisory Experience**Required:** No**Shift:** Days (First)**Duration:** Regular**Workweek:** Full Time - 30 hours or more per week**Veterans Only:** Yes**Federal****Contractor:** No**Eagle Ford Shale****Job:** No**Job Requirements****Occupation:** Advertising Sales Agents**Minimum Experience and Education:** 2 yrs 0 mos and 2 years college, technical or vocational school**Additional Requirements****Language:**
1. English; Fluency - Excellent
2. Spanish

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Single Market Account Executive

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Job Snapshot

Location :	2233 W North Loop Blvd Austin, TX 78756 (Map it!)
Employee Type :	Full-Time
Industry :	Broadcasting - Radio - TV
Manages Others :	No
Job Type :	Sales
Education :	2 Year Degree
Experience :	At least 2 year(s)
Post Date :	3/9/2012

Contact Information

Contact :	Blanca Gaytan
Ref ID :	KAKW2012-05

Description

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Austin, TX 78756

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Requirements

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Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, March 09, 2012 11:01 AM
To: 'sunnie.allen@vc.edu'
Subject: Job Opening For Univision - Job # KAKW-2012-05
Attachments: KAKW #2012-05 Sales Account Executive.docx

Hello,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, March 09, 2012 11:01 AM
To: 'lrodriguez@gahcc.org'
Subject: Job Opening for Univision Austin - Job # KAKW 2012-05
Attachments: KAKW #2012-05 Sales Account Executive.docx

Hello Lisa,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, March 09, 2012 11:01 AM
To: 'career.services@southwestern.edu'
Subject: Job Opening for Univision Austin - Job # KAKW 2012-05
Attachments: KAKW #2012-05 Sales Account Executive.docx

Hello,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, March 09, 2012 11:01 AM
To: 'spandya@itt-tech.edu'; 'jchance@itt-tech.edu'
Subject: Job opening for Univision Austin - Job #KAKW#2012-05
Attachments: KAKW #2012-05 Sales Account Executive.docx

Hello,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, March 09, 2012 11:02 AM
To: 'humanresources@htu.edu'
Subject: Job Opening at Univision Austin - Job#KAKW2012-05
Attachments: KAKW #2012-05 Sales Account Executive.docx

Hello,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, March 09, 2012 11:02 AM
To: 'carolhancock@concordia.edu'
Subject: Job opening at Univision Austin - Job #KAKW2012-05
Attachments: KAKW #2012-05 Sales Account Executive.docx

Hello,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, March 09, 2012 11:02 AM
To: 'bwilkes@lulac.org'
Subject: Job opening at Univision Austin - Job # KAKWK 2012-05
Attachments: KAKW #2012-05 Sales Account Executive.docx

Hello,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, March 09, 2012 11:03 AM
To: 'cynthia.rivera@thecb.state.tx.us'
Subject: Job Opening at Univision Austin - Job # KAKW2012-05
Attachments: KAKW #2012-05 Sales Account Executive.docx

Hello,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan


From: Blanca Gaytan
Sent: Friday, March 09, 2012 11:02 AM
To: 'Courtright, Michelle (CMG-Austin)'
Subject: Job Opening at Univision Austin - Job #KAKW 2012-05
Attachments: KAKW #2012-05 Sales Account Executive.docx

Hello Michelle,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.


Thank you,



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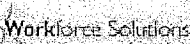



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Post a Job - Thank You!

Thank you!

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Blanca Gaytan

From: jobs@tvjobs.com
Sent: Friday, March 09, 2012 12:27 PM
To: Blanca Gaytan
Subject: TVJobs.com - Single Market Account Executive job posted

JOB POSTING NOTIFICATION FROM TVJOBS

Blanca Gaytan,

Your "Single Market Account Executive" position was just posted in the TVJobs.com Database and is now available online...

Station : KAKW
Position: Single Market Account Executive (KAKW 2012-05)
Category: Sales - Account Executive
Job ID : TVJ#34181993
Posted : 3/9/2012
Expires : 4/9/2012
Status : Registered Employer - Job Posted Ad Text :

Single Market Account Executive

JOB TITLE: Single Market Account Executive
LOCATION: Austin, Texas
DEPARTMENT: Sales
REPORTS TO: Single Market Sales Manager

POSITION OVERVIEW:

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Or email chumphries@univision.net

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Notes:

1. We recommend that you either save or print this page and provide the above Job ID number to an TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs.com (<http://www.tvjobs.com>)
3. We will send notification of pending expiration prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail admin@tvjobs.com, supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 4/9/2012.
5. If for any reason you need the listing removed early, e-mail admin@tvjobs.com, supply reference number and reason for removal.

6. If you would like to verify that the actual job listing is online,
point your browser to:

<http://www.tvjobs.com/cgi-bin/JOB?ID=5522531182061632>

TIP! The above address is a good way to check on the status of this position. Keep this
address where you can easily find it.

Thank you very much for posting your available positions at TVJobs.

If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway
Broadcast Employment Services
TVJobs.com
admin@tvjobs.com

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**Texas Association of Broadcasters**

Representing free, over-the-air radio
and television stations since 1953.

Job Details: Single Market Account Executive

First Name

Blanca

Last Name

Gaytan

City

Austin

State

Texas

Phone

512-533-2803

Category

Television

**Job
Description**

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Blanca Gaytan

From: no-reply@tab.org
Sent: Friday, March 09, 2012 1:02 PM
To: Blanca Gaytan
Subject: Job posted

Thank you for posting a job opening in the Texas Association of Broadcasters' Job Bank.

Visit the [TAB Job Bank](#) to:

- print a copy of the job opening for your EEO files
- Manage your job postings
- Search available candidates

Questions? Contact [Craig Bean](#) or call (512) 322-9944

Texas Association of Broadcasters

502 E. 11th St., Ste. 200, Austin, TX, 78701

Ph: (512) 322-9944

Fax: (512) 322-0522

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Job Information

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Company: Univision 62 KAKW-TV

Job Title: Single Market Account Executive

Job Location: Austin, Texas, United States

Salary: Paid

Job Description: JOB TITLE: Single Market Account Executive
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Austin, TX 78756

Or email chumphries@univision.net

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**Desired Job
Type:**

Full-time

**Desired
Colleges:**

Communication

Desired Degree:

Bachelor

Experience:

Alumnus

**Work
Authorization:**

Permanent Resident

**Candidate
Experience:**

Entry Level (0-3 years)

**Contact
Information:**

Blanca A Gaytan
Email: bgaytan@univision.net

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Position Information

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Please review the information contained in this job posting. Click on the [\[Edit\]](#) link for each section to make any changes.

Click the [\[View Activity\]](#) link above to view all activity for this job posting.

*Job ID: 15130

*Job Title: Single Market Account Executive

Job Reference Num: KAKW2012-05

Organization Name: Univision - Television

No of Openings: 1

Work Schedule:

Hours per Week:

*Paid/Unpaid: Paid

*Wage/Salary: tbd

Employment Start Date:

Employment End Date:

Supervisor:

*Job Description: JOB TITLE: Single Market Account Executive

LOCATION: Austin, Texas

DEPARTMENT: Sales

REPORTS TO: Single Market Sales Manager

POSITION OVERVIEW:

Individuals in this role handle client and agency accounts with high potential in a single market. These could be current high spend accounts or ones that have the potential for substantial growth. Key tasks of this role include: contacting and presenting to clients and agencies, negotiating contracts and executing transactions.

FUNCTIONAL RESPONSIBILITIES:

- Prospect and generate new leads, as well as qualify leads generated by support functions
- Develop client-specific pitches, attend client meetings, make presentations and close sales (including travel)
- Attend promotional events and other client networking events
- Work in partnership with support team on pre-sale processes (e.g., preparing drafts of presentations, proposals)
- Work in partnership with support team on post-sale processes (e.g., entering orders, collections)
- Prepare reports for and attend internal meetings

*Qualifications: EDUCATION REQUIREMENTS:

- College degree required

EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:

- Minimum 2 years experience in Sales or Marketing/Promotions
- Strong written and verbal communications skills
- Client skills including prospecting, conveying value proposition and overcoming objections
- Ability to conduct effective account planning and coordinate different resources to meet customer needs
- Strong analytical and negotiations skills
- Must possess a good driving record and a valid driver's license

Following would be a plus:

- Basic Spanish language skills, written and oral
- Previous advertising/media experience
- Knowledge of Donovan, Nielsen, OSI, Matrix, Concur

*Application Instructions: INTERESTED CANDIDATES PLEASE SUBMIT RESUME TO:

JOB TITLE: Single Market Account Executive

JOB NUMBER: KAKW12-05

C/O: KAKW TV 62

Attn: Christie Humphries

Re: #KAKW12-05

2233 W. North Loop Blvd.


Austin, TX 78756

Or email: chumphries@univision.net

NO PHONE CALLS PLEASE

We do not confirm receipt of resumes

UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER

Will you be coming on-campus to
interview?: NoInterview Details :

On-line Application Address :

Contact Information

*First Name: Blanca

Middle Initial: A

*Last Name: Gaytan

Address Line 1: 2233 W. North Loop Blvd.

Address Line 2:

City/Country: Austin

State/International: TX

Zip/Postal Code: 78756

Map of Address Above : [Online Map](#)

*Phone: 512-533-2803

Fax:

*Email : bgaytan@univision.net

Website :

Posting Information[\[Edit\]](#)

Job Location: Austin, Texas

Job Category: Sales

*Position Type : Job/Full-time

Applicant Type: Graduate student


Minimum GPA:

Graduation Start:

Expected graduation (month and
year):

*Classification: Alumni

*Degrees: Bachelor's Degree

*Majors : Communication

Screen Minimum GPA: No

Screen Graduation Range: No

Screen Classification: No

Screen Degrees: No

Screen Majors: No

*Post Date: 3/9/2012

*Expiration Date: 5/8/2012

Show Contact Info: Yes

Allow Online Referrals: Yes