

B-6:	National Sales Account Coordinator	
	Date of Hire:	03/01/12
	Referral Source of Hiree:	UT Website
	# of Interviewees for position and referral sources of interviewees	14 Interviewees
		Austin Community College 1
		Employee Referral 4
		Virginia College 1
		Access UT 5
		Greater Austin Hispanic Chamber of Commerce 1
		TAB 2

JOB DESCRIPTION

JOB TITLE: National Account Coordinator
LOCATION: Austin, Texas
DEPARTMENT: Sales
REPORTS TO: National Sales Manager / National Account Manager

POSITION OVERVIEW

The National Account Coordinator will assist the National Sales Manager and National Account Manager in transaction support, including: reviewing entered orders, assisting managers with make goods, coordinating promotions events and coordinating ad copy.

FUNCTIONAL RESPONSIBILITIES:

Reviewing orders entered by each market's sales assistants and adjusting as appropriate
Reviewing bumps to assist managers with determining make goods
Work with AE, NSM and Promo dept to coordinate all elements for promotions events
Prospect and research businesses as necessary
Generate system reports for tracking and forecasting
Prepare market and ratings data for use in National meetings
Coordinate with Traffic and national sales assistants on ad copy
Assist accounting with billing and invoicing for National clients
Misc. tasks (e.g., expenses for NSM, answering calls, filing, booking travel)

EDUCATION REQUIREMENTS:

College degree required

EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:

Detail Oriented
Strong Organizational skills
Basic Spanish language skills
Experience in Customer Service
Excellent verbal and written communication skills (English)
Strong multi-tasker
Windows, Office with an emphasis on Excel proficiency

Following would be a plus:

Previous advertising/media experience
Knowledge of Donovan, OSI, Media Ocean, Matrix, Concur
Exposure to Nielsen Ratings system

INTERESTED CANDIDATES PLEASE SUBMIT RESUME TO:

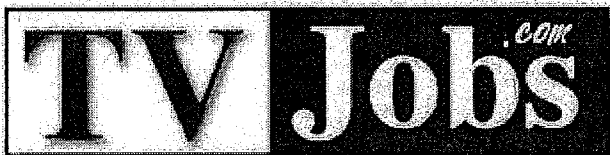
cescobar@univision.net

Subject line: National Account Coordinator, Job # KAKW2012-03

NO PHONE CALLS PLEASE

We do not confirm receipt of resumes

UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER



Broadcast Employment Services



KAKW (Univision) Austin, Texas

Position National Account Coordinator
Reference # TVJ#34180159
Type Television
Full / Part Full Time - Regular
Language Bilingual English/Spanish
Experience 0 to 1 Year
Posted 2/15/2012
Closes 3/15/2012
Time Left 28 Days
DMA #47
Found In Sales - Advertising Sales Assistant



National Account Coordinator

JOB TITLE: National Account Coordinator
LOCATION: Austin, Texas
DEPARTMENT: Sales
REPORTS TO: National Sales Manager / National Account Manager

POSITION OVERVIEW

The National Account Coordinator will assist the National Sales Manager and National Account Manager in transaction support, including: reviewing entered orders, assisting managers with make goods, coordinating promotions events and coordinating ad copy.

FUNCTIONAL RESPONSIBILITIES:

Reviewing orders entered by each market's sales assistants and adjusting as appropriate
 Reviewing bumps to assist managers with determining make goods
 Work with AE, NSM and Promo dept to coordinate all elements for promotions events
 Prospect and research businesses as necessary



Supplemental Information

Salary Type Hourly
Salary Range
Starting Salary / Year
Starting Salary / Hour
Job Type Full Time - Regular
Hours
Workweek
Scheduled on Holidays
Start Date
Probation Period
Benefits
Benefit Premium
401K Plan
Vacation
Paid Sick Leave
Phone Calls
Agent Phone Calls
Résumé Required
Cover Letter
References
Salary History
Tape / Reel
Tape Format
Tape Return
Director's Track
FAX Résumé No
TVJobs.com E-Résumé Yes
Degree Required Yes
Contract Required

Generate system reports for tracking and forecasting
Prepare market and ratings data for use in National meetings
Coordinate with Traffic and national sales assistants on ad copy
Assist accounting with billing and invoicing for National clients
Misc. tasks (e.g., expenses for NSM, answering calls, filing, booking travel)

EDUCATION REQUIREMENTS:

College degree required

EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:

Detail Oriented
Strong Organizational skills
Basic Spanish language skills
Experience in Customer Service
Excellent verbal and written communication skills (English)
Strong multi-tasker
Windows, Office with an emphasis on Excel proficiency

Following would be a plus:

Previous advertising/media experience
Knowledge of Donovan, OSI, Media Ocean, Matrix, Concur
Exposure to Nielsen Ratings system

INTERESTED CANDIDATES PLEASE SUBMIT RESUME TO:

cescobar@univision.net
Subject line: National Account Coordinator, Job #
KAKW2012-03

NO PHONE CALLS PLEASE

We do not confirm receipt of resumes

UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER

Contract Length
Special Requirements
Driver's License
Insurance
Good Driving Record
Heavy Lifting

Previous Applicants
Local Apartment Rental
Moving Expenses

Union Position
Union Contract Expires

Confirmation Letter

Rejection Letter

Feedback

Drug Screen

Proof of Eligibility to work in U.S. Required

Equal Opportunity Employment Yes

EOE Data Form Yes

When responding to this job ad, please mention you saw it listed at TVJobs.com

© Broadcast Employment Services 1994-2012

 **Send Resume**

Annual E-Resumé subscription
or DigitalTalent résumé required.

[\[View other KAKW job listings \]](#)

[<-- Back to Current Jobs](#)

[Return to your Admin Area -->](#)

© 1994-2012 Broadcast Employment Services. All rights reserved. Your privacy is important to us.
[Home](#) | [Station Index](#) | [USA Talent](#) | [Salaries](#) | [Job Bank](#) | [E-Resumes](#) | [Digital Talent](#) | [E-Mail](#)

[Go to site navigation](#) | [Go to extended navigation](#) | [Go to content](#)

WHAT STARTS HERE CHANGES THE WORLD
THE UNIVERSITY OF TEXAS AT AUSTIN

HIRE TEXAS: ACCESSUT
Recruit students and alumni of The University of Texas at Austin

- [Home](#)
- [Contact Us](#)

- [Logoff](#)

| [Post a New Job](#) | [List Current Jobs](#) | [Recruiting Services](#) | [Update Contact Information](#)

Your posting was successfully submitted

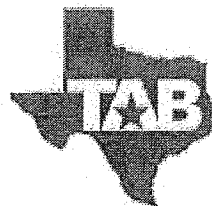
It will be posted pending review and approval by UT career services staff.

All AccessUT postings must adhere to

UT Austin Career Services Job and Internship Postings Standards

[Go to my list of jobs.](#)

- [UT Direct](#)
- |
- [UT Offices A-Z](#)
- |
- [UT Maps](#)
- |
- [UT Site Map](#)
- |



Texas Association of Broadcasters

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

Job Details: Natinal Account Coordinator

First Name

Blanca

Last Name

Gaytan

City

Austin

State

Texas

Category

Television

**Job
Description**

JOB DESCRIPTION

JOB TITLE: National Account Coordinator

LOCATION: Austin, Texas

DEPARTMENT: Sales

REPORTS TO: National Sales Manager / National Account Manager

POSITION OVERVIEW

The National Account Coordinator will assist the National Sales Manager and National Account Manager in transaction support, including: reviewing entered orders, assisting managers with make goods, coordinating promotions events and coordinating ad copy.

FUNCTIONAL RESPONSIBILITIES:

Reviewing orders entered by each market's sales assistants and adjusting as appropriate
Reviewing bumps to assist managers with determining make goods
Work with AE, NSM and Promo dept to coordinate all elements for promotions events
Prospect and research businesses as necessary
Generate system reports for tracking and forecasting
Prepare market and ratings data for use in National meetings
Coordinate with Traffic and national sales assistants on ad copy
Assist accounting with billing and invoicing for National clients
Misc. tasks (e.g., expenses for NSM, answering calls, filing, booking travel)

EDUCATION REQUIREMENTS:

College degree required

EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:

Detail Oriented
Strong Organizational skills
Basic Spanish language skills
Experience in Customer Service
Excellent verbal and written communication skills (English)
Strong multi-tasker

Blanca Gaytan

From: no-reply@tab.org
Sent: Wednesday, February 15, 2012 1:26 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

Print Page

National Account Coordinator

[Start New Search >>](#)

Univision Communications Inc.

- [Learn more about this company >>](#)
- [View all jobs at this company >>](#)



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 : 0 to 1 year(s)
Post Date : 2/15/2012

Contact Information

Contact : Blanca Gaytan

Description

JOB DESCRIPTION

JOB TITLE: National Account Coordinator
LOCATION: Austin, Texas
DEPARTMENT: Sales
REPORTS TO: National Sales Manager / National Account Manager

POSITION OVERVIEW

The National Account Coordinator will assist the National Sales Manager and National Account Manager in transaction support, including: reviewing entered orders, assisting managers with make goods, coordinating promotions events and coordinating ad copy.

FUNCTIONAL RESPONSIBILITIES:

Reviewing orders entered by each market's sales assistants and adjusting as appropriate
 Reviewing bumps to assist managers with determining make goods
 Work with AE, NSM and Promo dept to coordinate all elements for promotions events
 Prospect and research businesses as necessary
 Generate system reports for tracking and forecasting
 Prepare market and ratings data for use in National meetings
 Coordinate with Traffic and national sales assistants on ad copy
 Assist accounting with billing and invoicing for National clients
 Misc. tasks (e.g., expenses for NSM, answering calls, filing, booking travel)

Requirements

EDUCATION REQUIREMENTS:
 College degree required

EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:

Detail Oriented
Strong Organizational skills
Basic Spanish language skills
Experience in Customer Service
Excellent verbal and written communication skills (English)
Strong multi-tasker
Windows, Office with an emphasis on Excel proficiency

Following would be a plus:

Previous advertising/media experience
Knowledge of Donovan, OSI, Media Ocean, Matrix, Concur
Exposure to Nielsen Ratings system

INTERESTED CANDIDATES PLEASE SUBMIT RESUME TO:

[\[Click Here to Email Your Resumé\]](#)

Subject line: National Account Coordinator, Job # KAKW2012-03

NO PHONE CALLS PLEASE

We do not confirm receipt of resumes

UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER



[Find National Account Coordinator Salary Information >>](#)



[Click Here to See Training Courses related to this Job >>](#)

CareerBuilder.com Advice

For your privacy and protection, when applying to a job online:

Never give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction. [Learn More >>](#)

By applying to a job using CareerBuilder.com you are agreeing to comply with and be subject to the CareerBuilder.com Terms and Conditions for use of our website. To use our website, you must agree with the Terms and Conditions and both meet and comply with their provisions.

National Account Coordinator

General Information

Job Posting ID: 4861734	Creation Date: Feb 15, 2012
Employer Posting No: ---	Closing Date: Mar 16, 2012
Job Site Address: AUSTIN, Texas 78756	Employer Type: Private Sector
Openings Filled: 0 of 1	Job Type: Telecommuting
Contacts: 0 of 100	Status: Open

Job Description**JOB DESCRIPTION**

JOB TITLE: National Account Coordinator

LOCATION: Austin, Texas

DEPARTMENT: Sales

REPORTS TO: National Sales Manager / National Account Manager

POSITION OVERVIEW

The National Account Coordinator will assist the National Sales Manager and National Account Manager in transaction support, including: reviewing entered orders, assisting managers with make goods, coordinating promotions events and coordinating ad copy.

FUNCTIONAL RESPONSIBILITIES:

Reviewing orders entered by each market's sales assistants and adjusting as appropriate

Reviewing bumps to assist managers with determining make goods

Work with AE, NSM and Promo dept to coordinate all elements for promotions events

Prospect and research businesses as necessary

Generate system reports for tracking and forecasting

Prepare market and ratings data for use in National meetings

Coordinate with Traffic and national sales assistants on ad copy

Assist accounting with billing and invoicing for National clients

Misc. tasks (e.g., expenses for NSM, answering calls, filing, booking travel)

EDUCATION REQUIREMENTS:

College degree required

EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:

Detail Oriented

Strong Organizational skills

Basic Spanish language skills

Experience in Customer Service

Excellent verbal and written communication skills (English)

Strong multi-tasker

Windows, Office with an emphasis on Excel proficiency

Following would be a plus:

Previous advertising/media experience

Knowledge of Donovan, OSI, Media Ocean, Matrix, Concur

Exposure to Nielsen Ratings system

INTERESTED CANDIDATES PLEASE SUBMIT RESUME TO:

cescobar@univision.net

Subject line: National Account Coordinator, Job # KAKW2012-03

NO PHONE CALLS PLEASE

We do not confirm receipt of resumes

UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER

Supervisory Experience

Required: No

Shift: Days (First)

Duration: Regular

Workweek: Full Time - 30 hours or more per week

Blanca Gaytan

From: Blanca Gaytan
Sent: Wednesday, February 15, 2012 12:35 PM
To: 'ACC'; 'Concordia University'; 'GAHCC'; 'Huston Tillotson College'; 'ITT-Tech'; 'League of United Latin American Citizens'; 'Southwestern University'; 'St Edwards University'; 'Texas Higher Education Coordinating Board'; 'Texas Workforce Commission'; 'Virginia College'
Subject: Job opening - Univision Austin - Job KAKW#2012-03
Attachments: KAKW #2012-03 National Account Coordinator (TV).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,

American Women in
Radio and Television

Blanca Gaytan

From: Blanca Gaytan
Sent: Wednesday, February 15, 2012 1:19 PM
To: 'Courtright, Michelle (CMG-Austin)'
Subject: Job Opening
Attachments: KAKW #2012-03 National Account Coordinator (TV).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: Career Services at St. Edward's University [seu.careerplan@stedwards.edu]
Sent: Thursday, February 23, 2012 11:49 AM
To: Blanca Gaytan
Subject: Re: Job opening - Univision Austin - Job KAKW#2012-03

Hello,

Your job has been posted to our online database.

Thank you,
Career Services.

From: "Blanca Gaytan" <bgaytan@univision.net>
To: "ACC" <awood1@austincc.edu>, "Concordia University" <carlhancock@concordia.edu>, "GAHCC" <lrodriguez@gahcc.org>, "Huston Tillotson College" <"humanresources.htu.edu:cdg"@htu.edu>, "ITT-Tech" <spandya@itt-tech.edu>, jchance@itt-tech.edu, "League of United Latin American Citizens" <bwilkes@lulac.org>, "Southwestern University" <career.services@southwestern.edu>, "St Edwards University" <seu.careerplan@stedwards.edu>, "Texas Higher Education Coordinating Board" <cynthia.rivera@thech.state.tx.us>, "Texas Workforce Commission" <roman.pena@twc.state.tx.us>, "Virginia College" <alisha.whitaker@vc.edu>
Sent: Wednesday, February 15, 2012 12:35:03 PM
Subject: Job opening - Univision Austin - Job KAKW#2012-03

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 | Accounting Assistant | Univision Communications Inc. | 2233 W. North Loop Boulevard, Austin, TX 78756
Direct: (512) 533-2803 | bgaytan@univision.net | <http://www.univision.com>



The information contained in this e-mail and any attached documents may be privileged, confidential and protected from disclosure. If you are not the intended recipient you may not read, copy, distribute or use this information. If you have received this communication in error, please notify the sender immediately by replying to this message and then delete it from your system.