

**JOB VACANCY ANNOUNCEMENT**  
**Account Executive**  
**JOB # 73-0346**

**Full-Time, Exempt Position**

Posting Date: 02/14/2023

**Position Description:**

American General Media - Albuquerque, NM Location - is a family owned and operated company seeking an outgoing, self-driven Account Executive to sell all aspects and products AGM has to offer including radio and digital advertisements, promotions and events!

*Duties and responsibilities include but are not limited to:* Prospecting and developing new clients, making sales presentations, and collecting account balances from clients. Consistently meeting and/exceeding sales goals. Writing proposals, contracts and copy. Participating in and/or developing on-going promotions. Providing follow-up and service to accounts to ensure customer satisfaction. Representing the company at community events and attending live remote broadcasts and functions. Interacting positively with the public, co-workers, supervisors and managers. Maintaining a professional demeanor and appearance.

*Selection Criteria:* Two years or more of successful experience working in sales, marketing or with the public. Experience interacting positively with the public, co-workers, supervisors and managers. Outstanding communication and telephone skills. Outgoing and motivated personality. Ability to handle sales with tenacity and resilience. Strong follow-through and organizational skills. Basic math skills and acute attention to detail. Bilingual (English/Spanish) a plus. Must maintain a professional demeanor and appearance.

**Benefits**

- Medical, Dental & Vision Insurance with company contribution
- Ancillary products available
- Employer paid life insurance
- 401K Plan + Company match
- Sick and vacation
- 9 paid holidays per year

Condition of Employment: Must provide reliable transportation. Must be able to obtain and maintain a valid Driver's License and proof of insurance. Must be able to work a flexible work schedule to include evenings and weekends.

Submit resume to: [agmneeo@gmail.com](mailto:agmneeo@gmail.com)

Must reference Job #73-0346

American General Media (AGM-Nevada, LLC) is an EOE