

Job Details			
Job Title:	Sales Executive	JOB GRADE:	
Department:	Sales & Marketing	SECTION:	Sales
Reports To:	Corporate Sales Manager	SUPERVISES:	
Location:	Kigali	LAST REVISION:	January 2023
Job Purpose			
Identify and engage with potential advertisers to grow the Station's revenue. Meet set monthly, quarterly and annual targets for the radio Submit daily, weekly, Monthly, Quarterly and Annual sales reports as shall be required.			
Key Result Areas			
<ol style="list-style-type: none"> 1. To develop, close and maintain advertising accounts for the radio station. 2. To generate revenue through selling various advertising tools like on air promotions, radio adverts, mentions, packages and sponsorships of programs. 3. To maintain City Radio business relationships with clients through providing after sales services and follow up. 4. To collect receivables for the business brought in. 5. Participate in administrative processes to support operational efficiency and smooth work processes. 			
Education and Professional Qualifications			
A Diploma/Bachelor's degree in any business related field from a recognized institution			
Working Experience			
At least 2 years' relevant experience in the field of sales.			
Skills, Knowledge and Abilities			
Technical <ul style="list-style-type: none"> • Proficient in computer skills - Microsoft office packages • Training& Problem solving skills • Managing skills ; Planning, organizing, controlling & decision making) Sales & Negotiation Skills			
Behavioral <ul style="list-style-type: none"> • A high level of integrity • Should be self-motivated with high level initiative • Excellent communication and interpersonal skills • Ability to motivate, team oriented, r/ship and monitoring skills • Ability to lead & coordinate • Ability to work in a deadline driven environment. • 			

Signatures		
Name of Job Holder:	Signature:	Date:
Name of Supervisor:	Signature:	Date:

88.3 CITY RADIO INSHUTI YABOSE EXCELLENT JOB OPPORTUNITIES

The New City Radio is looking for qualified individuals to fill the following positions;

1. Corporate Sales Manager.
2. Sales Executive.
3. Programs Director.

The detailed job description showing the key duties and responsibilities, qualifications, experience and competences required for the role can be found on the website www.igihe.com.

www.cityradio.rw

If you are qualified with at least 2 years experience and interested in joining the New City Radio, provide a cover letter expressing interest in the job, detailed CV, names, addresses and phone contacts of three professional referees, copies of the relevant academic professional certificates and hand deliver the application to the reception of City Radio Offices located at KN84 Street Number 3 3rd Floor DORONA house. Above Unguka Bank.

For any further inquiries, contact 0788-304596

Closing date for receiving applications is 13th January 2023.

