



Sales Assistant

Full-Time Contract (Maternity Leave, 12-18 months, TBD)

CHCH-TV is one of Canada's leading local heritage stations serving the dynamic and rapidly growing regions of Hamilton, Halton and Niagara with a strong commitment to quality news programming. We genuinely care about each other and about working in an environment that allows each of us to bring our best selves to work. We have a strong commitment to quality news programming across multiple platforms serving the dynamic and rapidly growing regions of Hamilton, Halton and Niagara. We have an immediate opportunity for a **Full-time Contract Sales Assistant role (Maternity Leave – 12-18 months, TBD)**

The following is a paraphrase of the primary functions and does not outline all of the duties and responsibilities for this position:

- Provides administrative support to the Sales Team, VP of Sales, and Research Manager
- Provides reports, analysis, lists, and updates to the managers, sales team and clients
- Maintains Salesforce, Broadview, and the Master Account List
- Coordinates Telecaster submissions
- Files documents in an organized manner
- Tracks availability of infomercials and dub requests
- Other duties as required

The ideal candidate must possess:

- A demonstrable ability to assess and determine priorities
- Experience with customer service
- Superior time management and organizational skills
- The ability to multi-task and work effectively to meet deadlines in a fast-paced environment
- Strong communication skills and be a self-starter with the initiative to work unsupervised or as part of a team
- Proficient in Microsoft Office and Google Workspace
- Previous experience with a CRM Software
- Previous experience within the broadcast industry an asset

Posting Date: January 8, 2024

Application Deadline: January 17, 2024 @ 5:00 pm

Union position in Functional Group W, Wage Classification Rate 8

Please send your resume and cover letter in confidence to hr@chch.com quoting Reference # CHCH-SA-2024-01.
No phone calls please

2190015 Ontario Inc. is a member of the Channel Zero group of companies and along with its subsidiaries, affiliates, and related companies is dedicated to diversity in its workforce. We are committed to attracting, developing and retaining qualified individuals from typically underrepresented groups; candidates may elect to self-identify as a member of a designated group. We want to reflect the diversity of the many communities that we serve, and thus provide a safe and equitable opportunity for all. Please note that all qualified candidates are encouraged to apply but applications from Canadians and permanent residents will be given priority. We thank all applicants for their interest; however, only selected candidates will be contacted. No telephone calls or agencies please. **If you require accommodations at this or any stage of the recruitment process, please inform us as soon as possible by sending an email to careers@chz.com**

About CHCH

CHCH-TV started broadcasting in 1954 and is proud to be the news leader for Hamilton and the surrounding Halton and Niagara regions. CHCH produces over 24 hours of original local news programming each week. With a primetime line-up anchored by movies, news magazine shows, and hit dramas, CHCH is available to over 92% of Ontario households and is viewed by millions nationally each week. CHCH News is produced daily out of its broadcast studio located in Hamilton, Ontario. For more information, please visit chch.com.



PO Box 6143, Station A
Toronto, ON M5W 1P6
T: 416.492.1595
F: 416.492.9539