

Job Profile

Title: Account Executive

Terms of Employment: Full-Time Contract Commissions

Anticipated Start Date: Immediately

Location: Hamilton downtown

Skill Requirements:

Education: currently enrolled in or graduated from post-secondary Media or Advertising program, or understanding of electronic sales including website or hosting

Experience: reference will be given to applicants with prior sales experience

Languages: read/write/speak fluent English

Business Equipment and Computer Applications:

Mac & PC-based software, Microsoft Entourage, Office, Excel, Powerpoint

Technical Terminology: business, advertising, accounting

Specific Skills: Media Source, Media Placement, Confirm affidavits, writing marketing and advertising plans, understand excel documents and mathematical functions, work with clients in sending and approving artwork, design and media buying plans

Generic Skills: planning, organizing and prioritizing, work with others, computer use

Other Information: communicate clearly and effectively, follow verbal and written directions, **fast-paced, efficient**, multi-task environment requiring the accurate coordination of multiple duties, responsibilities and meeting deadlines set, **extremely organized person.**

Duties: Cold Calling on prospects for:

- **Website Hosting**
- **The Mingle**
- **Virtual Memory Stick**
- **Website Design**

Employer: FPM Marketing & Design Inc.

How to Apply: By e-mail: careers@fpm3.com
By fax: 905.777.9502

Application Deadline: October 2010