



## **RMM Online**

**Sales Assistant** - Reports to SVP of Sales

The function of the position is support the sales organization by providing research and sales materials, and performing administrative duties.

### **Responsibilities Include:**

Entry of client orders into our CRM system

Perform various administrative duties in support of entire sales organization

Work with sales team to assist with sales presentations, research & reports

### **Knowledge, Skills, and Abilities required:**

At least one year of experience in business administration or sales administration.

Adept in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)

Experience covering a full spectrum of administrative duties, sales reporting, and coordination of events and meetings

Excellent organizational skills, ability to work without direct supervision

Excellent multi-tasking skills with the ability to support a regional sales team

Excellent communication skills, ability to work with a gamut of personalities

Problem-solver who works well under pressure and is comfortable taking on new challenges

### **About RMM Online Advertising**

RMM Online, a LIN Media Company, is an online advertising solutions and technology company that works with agencies and businesses to create and deliver successful, customized, online marketing campaigns. RMM leverages innovative products and a flexible on-demand network to deliver measurable results to local, regional, and national clients, connecting advertisers and publishers with targeted audiences to enhance branding and maximize return on investment.

RMM excels in Display Advertising, Online Video Advertising, Search Engine Marketing, Website Design & Development, Search/Website Optimization, Social Media Marketing, and Mobile Marketing. RMM is based in Austin, Texas, with regional offices in New York, Chicago, Atlanta, Boston and Dallas. LIN Media (NYSE: TVL) is a local multimedia company that owns, operates or services 32 network-affiliated broadcast television stations in 17 U.S. markets, interactive television station and niche web sites, mobile platforms, performance-based local and national advertising solutions, and other digital services. RMM Online Advertising is an equal opportunity employer.