



## APPENDIX A Source Interlink Career Opportunity Form

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**POSTING DATE:** 1/29/10  
**POSITION:** Sales Assistant  
**DEPARTMENT:** Performance Automotive Group  
**LOCATION:** Tampa, FL  
**REPORTS TO:** Publisher

### **FUNCTIONS:**

- Liaison between ad agencies/clients and various internal departments.
- Create reports for the sales force regarding market conditions, sales results, and team/individual earnings
- Maintain contract binder and ensure contracts are current.
- Coordinate promotional kits
- Work with team members to correct any billing discrepancies with the ad agencies/clients and internal departments.
- Supply advertisers & agencies with information such as rate cards, specs & schedules as requested
- Assist in PowerPoint presentations, Excel spreadsheets and daily correspondence
- Assist with marketing/sales projects and events
- Maintain supplies and magazine comp list for team
- Maintain binders of back issues for team reference
- Perform administrative duties for the sales team
- Other duties and tasks as assigned

### **REQUIRED QUALIFICATIONS:**

- Associate's degree
- 3–5 years in an administrative assistant role
- Preferably experience in marketing, public relations and/or advertising fields
- Relies on experience and judgment to plan and accomplish goals

### **HOW TO APPLY FOR THIS POSITION:**

Email resume, letter of interest and salary information to: [jobs@sourceinterlink.com](mailto:jobs@sourceinterlink.com)