



Job Title: Sales Team Facilitator (Reporting to the Associate Publisher) at En Face Magazine

Company: En Face Magazine

Position Overview:

En Face Magazine is seeking a detail-oriented and organized Sales Facilitator to support our sales team and serve as the primary interface between the sales team and the Associate Publisher. In this role, you will play a crucial role in managing administrative tasks, coordinating sales activities, and ensuring smooth communication within the sales team, both internally and externally. This position offers an excellent opportunity to gain experience in the publishing industry, contribute to the success of a leading magazine, and serve as a vital link between the sales team and leadership.

Responsibilities:

1. Serve as the primary interface between the sales team, made up of 6-8 team members, and the Associate Publisher, facilitating effective communication, sharing information, and providing updates on sales activities, targets, and initiatives.
2. Assist the Associate Publisher in communicating and implementing sales strategies to the sales team in order to maximize advertising revenue and meet set goals.
3. Coordinate and manage administrative sales tasks, including maintaining sales records, preparing sales reports, and tracking advertising contracts.
4. Support the sales team in prospecting new clients, preparing sales presentations, and conducting market research to identify potential leads.
5. Act as the main point of contact for clients by responding to inquiries, providing information about advertising opportunities, and delivering exceptional customer service.
6. Manage updates and revisions for all sales materials (e.g., media kits).
7. Collaborate with internal departments (e.g., editorial, design, and production) to ensure timely delivery of advertisements and sponsorships, and to address and implement any client-specific requirements.
8. Assist in organizing timely sales meetings — including scheduling, agenda preparation, and minutes taking — to ensure effective communication and coordination within the sales team.
9. Maintain and update En Face Magazine's customer relationship management (CRM) system, ensuring accurate and up-to-date client information, products, and sales activity records.

10. Monitor industry trends, competitor activities, and client feedback, and provide regular reports and insights to the Associate Publisher and the sales team.
11. Provide administrative support for sales events and other marketing initiatives, including logistics coordination and collateral preparation.
12. Assist with onboarding and technology training of all new sales team members.

Qualifications:

1. Bachelor's degree in business, marketing, communications, or a related field.
2. Proven experience in a sales support or coordination role, preferably within the publishing industry.
3. Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
4. Strong attention to detail, ensuring accuracy in sales documents, reports, and client communications.
5. Exceptional communication and interpersonal skills, both written and verbal, with the ability to build relationships with clients and internal stakeholders.
6. Proficiency in using CRM software
7. Ability to work independently as well as part of a team by collaborating effectively with cross-functional departments.
8. Strong problem-solving skills, and proven ability to anticipate and resolve issues proactively.
9. An optimistic and positive attitude, with an eagerness and willingness to take ownership of all tasks assigned and to even "go the extra mile" to complete assigned tasks.
10. Familiarity with advertising processes, industry regulations, and market trends is preferred.

Joining En Face Magazine as a Sales Team Facilitator offers an exciting opportunity to contribute to the success of a prominent publication, gain valuable experience in sales coordination and the publishing industry, and serve as the primary interface between the sales team and leadership. If you are a highly organized and detail-oriented professional with a passion for providing exceptional customer service and coordinating a sales team, we invite you to apply today and be part of our dynamic team.

Please submit both resume and salary requirements to jobs@artslandia.com in order to be considered for this position.

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