JOB TITLE: Junior Sales Agent - Full Time - Toronto (blend of remote and in-office)

The primary purpose of the role is to support the President and The Spotlight Agency Team in the development of the overall sales at the company. This will be done through proactive business development and sales to grow the business and the brand. It involves being accountable to objectives and goals set by the company and the team and providing outstanding service to talent and clients.

About the Company: The Spotlight Agency

The Spotlight Agency connects high-calibre talent with opportunities worldwide. We represent celebrities from entertainment, sports, food, décor, and more, and unite them with brands, digital content, film, and television: www.thespotlightagency.com. The Spotlight Agency is a sister company to Speakers Spotlight, www.speakers.ca.

Duties of the job:

- Generate new leads for The Spotlight Agency
- Initiate new talent and client recruitment
- Leads evaluation to support The Spotlight Agency
- Respond to leads and other inquiries
- Track, manage, and update information, contacts, and notes in CRM (ACT!)
- Negotiate on behalf of the talent and client, under the supervision of the lead Agent
- Coordinate the logistical details for campaigns

Skills and experience expected of a successful candidate:

- Has the ability to work independently and is self-motivated
- Takes direction well
- Openly shares information and keeps others informed
- Has the ability to multi-task effectively under pressure in a fast-paced environment with minimal supervision
- Has strong organizational skills with the ability to prioritize
- Exemplifies excellent communication skills
- Possesses a high level of attention to detail, accuracy, and follow up
- Thinks creatively and has a good understanding of each Talent's brand and the industry
- Understands social media influencers and branding
- Has previous experience selling a product/service or strong customer service experience
- Previous experience in the digital marketing industry and with YouTube, podcasts, and other social media platforms, etc. is an asset
- Confident and ambitious
- Experience with Microsoft Office 365

Note: The candidate for this position must be fully vaccinated against COVID-19.

Please send your resume with your salary expectations to **careers@thespotlightagency.com** by Wednesday, May 18, 2022. We thank all applicants for their interest but only candidates considered for an interview will be contacted.