



Job Posting

POSTING DATE: 04/01/2016 **REMOVAL DATE:** 6/30/2016

STATIONS: W965-FM/WHGB-AM/WNNK-FM/WQXA-FM/WWKL-FM/WZCY-FM

LOCATION: Harrisburg

POSTING MANAGER: Stephanie Beinhaur
stephanie.beinhaur@cumulus.com
717-901-0725

JOB TITLE: Administrative Assistant

JOB SUMMARY: Business Department Administrative Assistant

JOB DESCRIPTION:

The Sales Assistant supports the efforts of the Sales Department, Market Manager and Business Department. Key Responsibilities include, but are not limited to:

- Assist Market Manager and Sales Manager on a daily basis
- Assist Traffic Manager as needed
- Work part of day at the Front Desk answering phones/greeting guests
- Prepare and assemble sales reports and sales presentations
- Create, manage and maintain sales materials
- Backup for Sales Reps as needed to input orders/traffic/copy
- Manages the input and coordination of Sweet Deal Half Off Program
- Coordinates Sales Events including Bridal Expo and Job Fairs.
- Additional duties as designated by the VP/Market Manager related to sales or administrative functions

JOB REQUIREMENTS/SKILLS/EXPERIENCE/QUALIFICATIONS:

The successful candidate will possess strong computer skills, work ethic, attention to detail, strong organizations skills, excellent interpersonal skills, a demonstrated ability to work under deadlines with minimal supervision and a friendly and helpful attitude are essential. Strong analytical skills, professional demeanor and proven ability to multi-task. Must be proficient in Microsoft Suite including Excel, Power Point and Word. Adobe Creative Suite helpful. Will be expected to become proficient in company software programs needed in order to fulfill responsibilities.

Apply to:

Administrative Assistant
Cumulus Media Harrisburg
2300 Vartan Way, Suite 130
Harrisburg, PA 17110
717-238-1041

Email to:
Karen Richards
Sales Manager
karen.richards@cumulus.com