Sales Assistant Job Posting

POSITION: Sales Assistant

LOCATION: Cumulus Harrisburg, 2300 Vartan Way, Harrisburg, PA 17110

Job Description and Responsibilities:

CUMULUS MEDIA HARRISBURG has an immediate opening for a full time **Sales Assistant** for our Harrisburg, PA station cluster. The Sales Assistant is an integral part of a radio advertising sales team and provides administrative support to the Sales Reps and Sales Managers. The ideal candidate will be dependable, hardworking and have the ability to balance multiple deadline-oriented projects while maintaining a great attitude and sense of humor in a fast-paced work environment. If this sounds like you, and you are looking for a great opportunity to learn the sales side of the radio broadcasting industry, read on.

Who We Are:

Our local stations in the Harrisburg, PA area include WINK 104 (WNNK-FM) Harrisburg Best Music, 105.7 THE X (WQXA-FM) Rocks, HOT 106.7 (WWKL-FM) Central PA's HOTTEST Music, 93.5 WTPA (WTPA-FM) Central PA's Classic Rock and ESPN 96.5-95.3-1400 (WHGB-AM) Harrisburg's Sports Station and home to Penn State Sports, NFL and Harrisburg Senators Baseball. Cumulus Digital is our portfolio of Digital Advertising Products for Local Businesses.

Key Responsibilities:

- Primary role is acting as a liaison between our sales team, our clients and our other inter-company departments
- Organizes and inputs both new and revised orders; assist in creating sales proposals, and provide customer care to help resolve problems, and grow our business
- Assists and backs up Account Executives with orders and traffic as needed
- Prepares and assembles reports and presentations
- Keep sales materials/ media kits up to date
- Receptionist duties of answering phones and greeting guests
- Answers Front Desk telephones, greets guests type correspondence.
- Assists Market Manager with National Sales and National Collections
- Provide support to clients by providing documents, forms and other paperwork to ensure seamless execution of client media buys
- Assists with maintaining the Political Public File
- Manages Office Supplies, Office Vendors, Credit Card Usage and Log.
- Assists with the market EEO Program and Outreach
- Manages the market Trade Agreements, Trade Usage and Trade Inventory
- Manages market Sweet Deals & Sweet Bids Program and Agreements
- Works on highly time sensitive projects, adhering to deadlines
- Manages multiple project requests simultaneously with quick turnaround time

- Additional duties as designated by the Director of Sales, RVP/Market Manager related to sales or administrative functions, or designated by the Company

Requirements & Qualifications:

- Experience as an Admin Assistant preferred
- Extensive computer skills including but not limited to extensive knowledge of Microsoft Office, Word, PowerPoint, Excel, PandaDoc, image manipulation, and the ability to adapt to proprietary computer systems
- Notary a plus but not required
- Background in radio station continuity or sales helpful
- Self-starter that is detail oriented, organized, and must be excellent at written and oral communication and possess strong multitasking skills
- Dependable with a strong work ethic and possess a team player attitude
- Aptitude to make decisions and work independently without immediate direction or supervision
- Ability to interact with management and staff at all levels

What we offer:

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit https://cumulusmedia.jobs.net/

For more information about CUMULUS MEDIA, visit our website at: https://www.cumulusmedia.com/

CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).