



## 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).**

### **About Cumulus Media:**

**Cumulus Media** is an audio-first media company delivering premium content to over a quarter billion people every month — wherever and whenever they want it.

Cumulus Media engages listeners with high-quality local programming through 400 owned-and-operated radio stations across 84 markets; delivers nationally-syndicated sports, news, talk, and entertainment programming from iconic brands including the NFL, the NCAA, the Masters, Infinity Sports Network, AP News, the Academy of Country Music Awards, and many other world-class partners across more than 9,800 affiliated stations through Westwood One, the largest audio network in America; and inspires listeners through the Cumulus Podcast Network, its rapidly growing network of original podcasts that are smart, entertaining and thought-provoking.

Cumulus Media provides advertisers with personal connections, local impact and national reach through broadcast and on-demand digital, mobile, social, and voice-activated platforms, as well as integrated digital marketing services, powerful influencers, full-service audio solutions, industry-leading research

and insights, and live event experiences. Cumulus Media is the only audio media company to provide marketers with local and national advertising performance guarantees.