



## 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) Today's HOTTEST Hits, 93.5 WTPA (WTPA-FM) Central PA's Classic Rock and CBS SPORTS RADIO 96.5-95.3-1400 (WHGB-AM) Harrisburg's Sports Station and home to Penn State Sports, NFL and Harrisburg Senators Baseball. C-SUITE 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
- Organize and input both new and revised orders; assist in creating sales proposals, digital campaigns; and provide customer care to help eliminate problems, and grow our business
- Assists Account Executives with orders and traffic as needed
- Prepares and assembles reports and presentations
- Provide research materials using Tapscan, Media Monitors, Scarborough, etc.
- Keep sales materials/ media kits up to date
- Backup for Account Executives as needed to input traffic instructions into vCreative
- Receptionist duties at Front Desk answering phones and greeting guests
- Attend National promotions as needed
- Answers telephones, type correspondence and schedules appointments
- Maintains account lists and mailing lists and employee lists
- Provide support to clients by providing documents, forms and other paperwork to ensure seamless execution of client media buys
- Assist Traffic Managers by gathering copy and traffic and working to solve clearance issues
- Works on highly time sensitive projects, adhering to deadlines

- Manages multiple project requests simultaneously with quick turnaround time
- Responsible for entering National orders and commercial copy
- Additional duties as designated by the General Sales Manager, Market Manager or Business Manager related to sales or administrative functions
- Manage the Promotions Part-Time Assistants
- Manage Promotional Events and Remote Broadcasts
- Manage Promotion Vehicles, Promotion Equipment and Gear
- Additional duties as designated by the Company

#### **Requirements & Qualifications:**

- 1-3 Years of experience in sales, marketing, advertising and/or promotions preferred
- Extensive computer skills including but not limited to extensive knowledge of Microsoft Office, Word, PowerPoint, Excel, image manipulation, social media and the ability to adapt to proprietary computer systems
- 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
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally-mandated accommodations

#### **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).**