

## **Director of First Impressions**

**ESPN Boise, Wild 101.1, My 102.7, 100.7 The Bull, and 96.1 Bob FM** are looking for a detailed oriented person with a positive attitude to join our team as Director of First Impressions.

### **Job Requirements:**

- Excellent Multi-Tasking and very detailed oriented
- Proficient in Microsoft Office programs
- Friendly attitude
- Organized
- Accurate and reliable
- Must be able to quickly learn new programs and be computer proficient

### **Responsibilities:**

- Answer/transfer phone calls, take messages
- Distribute and manage prizes
- Assist with Accounts Receivable
- Assist the Traffic/Billing Department
- Greet all visitors with a friendly attitude
- Fill out Barter forms and affidavits (will train)

### **Tools and Equipment Used**

- Multi-line phone system, computer programs (Microsoft Word, Excel, etc...), Marketron & Tap Web (will train), copy machine and fax machine.

### **Desired Minimum Requirements**

- A High School diploma or GED. A combination of experience and training which demonstrates the knowledge and experience to perform the work for this position, including proficient typing, computer, communication, and public relations skills; as well as working in an accurate and timely manner. This position requires the employee to dress in a professional manner.

### **Compensation: DOE**

This position is full-time and entry level with potential for upward mobility. Health Insurance is provided and the premiums are paid by Impact Radio Group for the individual employee.

Send resume to Crystal, [Crystal@impactradiogroup.com](mailto:Crystal@impactradiogroup.com)

***“We are an Equal Opportunity Employer. It is our continuing policy to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, or sexual orientation, national origin, age or physical or mental disability, veteran or disabled veteran status, and to conform to applicable laws and regulations. We solicit assistance on these openings and future openings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.”***