

Director of First Impressions

iRock 99.1, Wild 101.1, My 102.7, 101.9 The Bull, 101.5 Kool FM, 96.5 The Alternative, and 96.1 Bob FM are looking for a person with a positive attitude to join our team as the Director of First Impressions.

Job Requirements:

- Computer proficient
- Proficient in Microsoft Office programs and Google Suites
- Excellent phone and email etiquette
- Organized and displays time management skills
- Excellent at multi-tasking and detailed oriented
- Friendly attitude
- Receptive to feedback/Coachable
- Responsible and reliable
- Professional communication skills
- Must be able to quickly learn new programs
- Problem solving skills

Job Description:

- 8:30am-5pm Monday through Friday.
- Assist the Admin Department with various tasks
- Answer/transfer phone calls, take messages
- Assist with Office Inventory/Supply orders
- Maintain a clean and organized environment on our reception area, conference room, and break room.
- Distribute/handle prizes
- Coordinate and plan food for Company's activities.
- Greet and assist listeners and other visitors

Tools and Equipment Used

Multi-line phone system, Microsoft Office Suite (Microsoft Word, Excel, etc...), Google Suites (Gmail, Google Calendar, Google Drive, etc), Marketron (will train), PromoSuite (will train), copy machine, scanner, 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. The company offers medical insurance, 401k, life insurance, dental insurance, paid vacation, sick pay, and a discounted gym membership after 90 day probationary period.

Internet/Facebook/Social Media/Texting addicts need not apply.

To apply please send a cover letter and your resume to jobs@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."