

Administrative Assistant

I-Rock 99.1, Wild 101.1, My 102.7, 101.9 The Bull, 101.5 Kool Oldies, 96.5 The Alternative, and 96.1 Bob FM are looking for a person with a positive attitude to join our team as an Administrative Assistant.

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
- Responsible and reliable
- Professional communication skills
- Must be able to quickly learn new programs
- Problem solving skills
- Must be coachable

Job Description:

- 8:30am-5pm Monday through Friday.
- Assist the Admin Department with various tasks.
- Submit daily payments from clients into our AR software.
- Process credit card payments from clients.
- Generate weekly reports for sales staff.
- Generate monthly invoices for clients.
- Assist clients, Sales staff and Management with various AR requests.
- Schedule daily commercial inventory.

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), copy machine, scanner, bank check scanner, and fax machine.

Desired Minimum Requirements

Minimum 2 years work experience in any field. 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

At Impact Radio Group we are committed to creating a positive work environment. A recent survey of our staff returned the following answers in response to the question of “What makes Impact Radio Group a great place to work?”

- Employees are encouraged to maintain a health work and home life balance
- Employees have the opportunity for upward mobility
- Management is always working toward improving themselves, the staff, and the systems
- We have a passionate and creative staff
- The opinions of all staff members are heard and considered important
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At Impact you can expect to find a supportive work environment and a company dedicated to super serving our advertiser client base, while producing the highest quality on-air product.

This position is full-time and entry level with potential for upward mobility. The company offers medical insurance, 401k, life insurance, dental insurance, vision insurance, paid vacation, and sick pay.

To apply please send your cover letter and 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."