



Job Posting

10/31/2011

POSTED: AMG, AK Star, Alaska Journal of Commerce, KAYO-FM

Job Title Administrative Assistant – KAYO-FM Country Legends

Reports to Program Director – Eddie Maxwell

Department G&A – Sales

Deadline for Application 11/11/2011

JOB DESCRIPTION:

Country Legends is hiring now!

Country Legends is hiring for the position of an Administrative Assistant today! The successful sales candidate will be responsible for meeting and greeting the public, including listeners, clients and vendors. Some duties will include filing, answering phones, data entry, recording deposits, supply ordering, fax sending and receiving, updating community calendar. Candidates should have a minimum of one year of administrative or office experience.

Morris Communications is an EOE, Minorities are encouraged to apply.

Skills: General office skills, filing, basic phone etiquette. Microsoft Word, Excel, and Outlook experience required, Microsoft Powerpoint experience helpful. Some graphic design experience helpful. Business casual appearance required.

This is not necessarily an exhaustive list of all responsibilities, skills, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job management reserves the right to revise the job to require that other or different tasks be performed when the circumstances change. (Emergencies, changes in personnel, workload, rush jobs, or technological developments)

Pay range: \$10 hourly 15-30 hours weekly

Work Schedule: Mon-Fri varied hours occasional weekend hours

Must have valid drivers license, vehicle, and state required vehicle insurance.

How to Apply:

Contact Eddie Maxwell at eddie@countrylegends1009.com or fill out an application at 5431 E. Mayflower Lane, Wasilla AK 99654