

Category:
Administrative

Position/Title:
Traffic Assistant

Details:
Eagle Communications (St Joseph, Missouri) is searching for our next media center front office traffic assistant as our last one was promoted internally. Eagle Communications is as not your average media company. We are 100% employee owned; that means we have a different approach to how and why we do what we do; everything means and matters more to us.

We have an opening for a front office assistant. The job requires detail, provides an opportunity to grow, and connects with our listeners and our clients daily. A friendly face, a helpful attitude, and enthusiasm for the position is a must.

Vacancy Type:
Full Time

Salary:
Compensation is commensurate with experience along with a competitive benefits package including health insurance, 401(k), paid vacation, and employee ownership stock plan

Date Posted:
2/24/2023

Closing Date:
3/24/2023

City:
St. Joseph

State:
Missouri

URL:
<http://www.eagleradio.net/careers>

Skills desired:

- Positive and welcoming attitude
- Attention to detail
- Ability to multitask
- Basic math, computer, accounting procedures, internet research
- Flexible attitude and willingness to adapt to change
- Social Media, Google, Microsoft Outlook familiarity

Duties include, but not limited to:

- Schedule advertisers' commercials and prep commercial logs
- Prepare invoices and statements
- Coordinate co-op scripts for invoicing
- Maintain traffic formats
- Director of First Impressions; greet every person on phone or in-person
- Reconcile daily commercials logs
- Clerical duties
- Support general manager, operations manager, and business manager
- Maintaining front office appearance

Additional Information:

Applications will be accepted until the position is filled. Eagle Communications is an employee-owned company and an EEO employer. The selected candidate will be required to pass a criminal history background check and motor vehicle check.

Contact:

Apply here at <http://www.eagleradio.net/careers>

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