



Category:

Admin - Clerical

Position/Title:

Executive Assistant

Details:

Lexington Nebraska's 880 KRVN, 93.1 The River, and KAMI 1580 seek a full-time Executive Assistant. The ideal candidate needs to be detail-oriented, provide excellent customer service, possess strong organizational and computer skills, and be able to assist the General Manager, Station Managers, Board President, Sales Manager and other department managers as needed.

Vacancy Type:

Full Time

Salary:

Salary will be commensurate with experience.

Date Posted:

8/6/2018

Closing Date:

8/19/2018

State:

Nebraska

URL:

<http://www.krvn.com>

Experience:

Previous broadcast radio experience is not necessary.

Requirements:

Duties would include, but are not limited to:

- *Assisting the management team on various projects;
- *Working with Board of Directors/board meetings;
- *Focusing on various areas of FCC compliance and deadlines;
- *Working with confidential information;
- *Assisting sister station staffs;
- *Managing office staff and supplies;
- *Assisting with the monthly billing process;
- *Assisting other departments as needed.

Additional Information:

Nebraska Rural Radio Association benefit package includes a defined-benefits retirement plan. NRRA is an Equal Opportunity Employer.

Contact:

If interested, please email resume to: tmarshall@krvn.com.

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER