



Receptionist/Traffic/Sales Assistant

Great opportunity at one of the premiere radio groups in the South. Cumulus Broadcasting, LLC - Knoxville is one of the best environments in one of the best radio markets in the country and we are seeking an energetic self-starter to be our Director of First Impressions! Cumulus Broadcasting, LLC - Knoxville is an equal opportunity employer. Confidential inquiries to: Robin Lane, Business Manager, P. O. Box 11167, Knoxville, TN 37939 or Robin.lane@cumulus.com.

Responsible for all front office functions. Provide assistance and support to the traffic managers and sales departments. All other job duties as assigned by Business Manager.

Qualifications:

Minimum 2 years relevant experience and/or training, or equivalent combination of experience and training.

Education:

High school diploma or equivalent (GED), some college preferred.

Skills:

- Display problem solving, multi-tasking and prioritization skills
- Capable of handling pressures and adhering to deadlines
- Effectively communicate with others
- Interact well with management, staff, clients
- Demonstrate attention to accuracy and detail

Systems:

Experience using traffic and digital media systems. Strong knowledge of all Microsoft Office products including Word, Excel, PowerPoint and Publisher

Responsibilities:

- Answer very busy multi-line phone system
- Client relations and prize winner distributions
- Manage weekly network/barter traffic instructions, orders and affidavits
- Assist continuity/traffic directors with production, scheduling commercials as well as generating and editing commercial logs
- Additional support for sales assistant, sales managers and all sales departments
- Perform other duties as assigned

Posting Dates: 3/7/13 – 3/22/13

Cumulus Broadcasting – Knoxville, LLC • P. O. Box 11167 • Knoxville, TN 37939-1167 • (865) 588-6511 • Fax (865) 588-3725

WIVK-FM
107.7

WNML-AM/FM
990 • 99.1

WNRX-FM
99.3

WOKI-FM
98.7