



SALES ASSISTANT

Great opportunity at one of the premiere broadcasting companies in the South! Cumulus Broadcasting of Knoxville is looking for a dynamic and creative sales assistant to aid our veteran sales staffs. Qualified candidates shall have experience in a similar position, be professional in appearance and manner; have an upbeat attitude with the ability to multi-task a must! Resumes must be sent to: Cumulus Broadcasting Company, Attn: Sales Assistant, P. O. Box 11167, Knoxville, TN 37939. Cumulus Broadcasting Company is an Equal Opportunity and Affirmative Action Employer.

Scope

Provides administrative support to the Sales Managers and Sales departments.

General Responsibilities

- Maintains account lists
- Prepares and assembles reports and presentations
- Answers telephones and types correspondence
- Takes and prepares minutes for sales meetings
- May require some work/travel outside regular office location
- Strong knowledge of all Microsoft Office products including Word, Excel, PowerPoint and Publisher
- Other duties as assigned

Required Knowledge, Skills & Abilities

- Computer literacy in applicable programs including Microsoft Word, Excel, Powerpoint, Publisher and Adobe Photoshop
- Problem-solving ability and skill in prioritizing
- Ability to multi-task and handle pressures and deadlines

Education and Licensing Requirements

High School Diploma
Must possess valid state drivers license

Physical Requirements

May require lifting or moving up to 25 lbs.
Able to sit for extended periods of time

Posting Dates: 3/7/13 – 3/22/13

