

THE RADIOSTATION

Position: Sales/Traffic Assistant
Full-Time

Location: Fairbanks

Available: Immediately

Reports to: Accounting Manager

JOIN OUR TEAM

The Radio Station is searching for a motivated, organized, and detail orientated Sales/Traffic Assistant to join our fast-paced business office team.

The successful candidate will possess strong customer service and computer skills, attention to detail, superior organizational skills, excellent interpersonal skills, and an ability to work in a fast paced environment and meet deadlines. **Dependability is essential.** Previous reception/office experience including operating a multi-line phone system and general use of office equipment is preferred.

Responsibilities will include answering phone calls, greeting and assisting visitors, distributing and maintaining prize inventory, assisting with sales order entry and commercial log editing, sorting mail, preparing deposits, maintaining multiple filing systems, sorting and mailing monthly billing, and ordering office supplies.

Education/Experience/Licensing Requirements:

- Customer service work experience preferably in an office setting
- Preferred candidates will have a working knowledge of a multi-line phone system and Microsoft Office software (Word, Excel, etc.)
- Be reliable and self-motivated
- High school diploma or equivalent
- A valid driver's license

Interested candidates should send their resume with a cover letter to:

The Radio Station
Attn: Accounting Manager
529 5th Avenue, Suite 200
Fairbanks, AK 99701
or via e-mail to jobs@fbxradio.com

Salary: \$13.00 - \$15.00 per hour (depending on experience)

Hours: Monday through Friday 8:00 AM to 5:00 PM and
(2) Saturdays per year for our radio auction (9:30 AM to 3:30 PM)

Benefits:

Vacation and Sick Time
Dental, Vision, and Life coverage available (portion paid by company)
401(k) plan

Rob Ingstad Licenses, LLC is an equal opportunity employer.