

Sales Assistant Sales & Marketing Sales002277

Posted: January 19, 2022

- Full-Time
- *Anchorage, AK, USA*
- *80% Remote*

Alpha Media - Alaska is seeking a Sales Assistant to work directly with Account Executives and the Market Manager, and provides support for the Business Manager. The ideal candidate must be proficient in word processing, spreadsheet and presentation software; must be detail oriented, organized, and able to multi-task. This is a position that involves a great deal of collaboration and has a lot of room for creativity.

Alpha Media is a diverse multimedia company sharing your favorite music, sports and news across a variety of platforms. Whether it's on your phone, desktop, tablet, Alexa, Google Home or in your car, our stations will enhance your journey. We have a passion for great radio and digital content. Our philosophy is to be smaller, faster, bolder, and work as a high functioning, best of class team at all levels. We hire and retain top talent who are unique, innovative and vibrant. We believe in creating progressive products, world-class events and building strong relationships in our communities.

Headquartered in Portland, Oregon, Alpha Media owns or operates over 200 live broadcast radio stations and digital properties covering all formats serving 44 markets across the United States. In addition to our over-the-air broadcasts, Alpha audio products can be heard across multiple platforms, including all major smart devices. Strong relationships with our listeners and clients in the communities where we live and work keep Alpha true to its local-first heritage. www.alphamediausa.com

We are live and local and can't wait to talk to you!

Responsibilities of this position may include:

- Commercial order entry and production coordination using industry-specific software of the Market Manager.
- Load, ready, traffic National orders in support of the Market Manager.
- Update sales packaging, specialized collateral, tracks sponsorships and other client limited programs.
- Manage daily and weekly reports.
- Front desk break cover and fill-in.

- Oversight of prize distribution and management.
- Assist Business Manager on FCC compliance.
- Assist in special events and projects.
- Coordinate house trade accounts.
- Other duties assigned and consistent with the position.

Requirements of this position include the following:

- Experience with evolving social media platforms and related metrics.
- Able to thrive in a fast-paced, high-growth, rapidly changing team environment.
- Able to work with clients, management, and staff at all levels.
- Exceptional customer service skills.
- Excellent written and verbal communication skills
- Proven experience dealing with constantly evolving deadlines.
- Knowledgeable in all Google and Microsoft Office programs with an emphasis on Power Point and Excel.
- This position would be home-office based approximately 80%, decreasing in coverage periods for other positions.

Preference may be given to candidates who have the above experience plus the following:

- Prior broadcast industry experience.
- Proficiency in GSuite docs, sheets and presentation software.
- Strong understanding of Wide Orbit traffic software and vCreative.
- Advanced knowledge of PowerPoint.
- General knowledge of sales concepts and sales software.

Benefits:

Alpha Media invests in people who invest in themselves and offers employees a competitive package of health and welfare benefits.

- Employer sponsored medical, dental & vision insurance with a variety of coverage options.
- Employee Assistance Program (EAP) for full and part time employees as well as all household members at no cost.
- 401(k) with discretionary employer matching.
- Paid vacation, company holidays and a birthday day for you to use during your birthday month.
- Alpha Cares – paid volunteer hours.

- Pet Adoption subsidy.

Alpha values Integrity, a Can Do Attitude, Passion, Competitiveness, Creativity and embraces that work can be FUN. If these qualities are important to you and you feel you check off the qualities we are looking for, apply now and lets talk.

If you feel you are a qualified candidate and want to join a fast moving, growing entity submit your cover letter and resume ASAP by going to www.alphamediausa.com/careers clicking the Apply button.

Alpha Media is an equal opportunity employer and participates in E-Verify.