

THE RADIOSTATION

Position: Traffic/Sales 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 Traffic/Sales Assistant to join our fast-paced business office team. The successful candidate will possess strong data entry 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 data entry and office experience including use of industry specific software, operating a multi-line phone system, and general use of office equipment is preferred.

Responsibilities will include entering and reviewing advertising orders; producing, editing, and reconciling commercial logs; entering commercial airing instructions; designing and producing reports; and assisting with monthly billing and assisting as back up to answer phone calls, greet and assist visitors, sort mail, prepare deposits, maintain multiple filing systems.

Education/Experience/Licensing Requirements:

- Minimum one year prior experience in an office environment performing data entry/billing functions
- Ability to complete data entry in a timely manner with a high level of accuracy
- Ability to handle pressure and meet daily deadlines
- Perform tasks with attention to detail
- Ability to work independently and exhibit self-motivation
- Ability to interact with clients, co-workers, and management in a professional manner
- Proficient knowledge and experience with personal computers and software programs.
- 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: \$14.00 - \$17.00 per hour (depending on experience)

Hours/Schedule: 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.