

Alpha Media – Anchorage, Alaska is looking for a full-time Business Office Assistant for our Anchorage location. This is an excellent first job for the right candidate. The ideal candidate must be a self-starter with the ability to multi-task, balance priorities, take direction, work with limited supervision, possess excellent communication skills and enjoy working in a team environment that is fast paced and deadline driven.

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 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 Media true to its local-first heritage.

Locally, Alpha Media operates radio stations KBRJ-FM, KEAG-FM, KFQD-AM, KHAR-AM, KMXS-FM, KWHL-FM. We will provide comprehensive training for the right candidate.

Learn more about Alpha Media: www.alphamediausa.com

Responsibilities of this position may include the following:

- Answer incoming calls on a multi-line phone system.
- Welcome visitors, direct visitors and callers to appropriate personnel
- Distribute prizes to winners and serve as a public relations contact with contestants
- Schedule Digital contests in partnership with sales and programming
- Perform administrative tasks such as processing payments, mail, deposits, ordering supplies, billing assistance.
- Backup for the Traffic department.
- Other duties as assigned and consistent with the job title.

Requirements of this position may include:

- Must be highly organized and have the ability to meet tight deadlines.
- Accurate data entry skills.
- Must be a self-starter and able to work with minimal supervision.
- Ability to thrive in a fast-paced, high-growth, rapidly changing culture and environment.
- Strong written and oral communication skills.
- Must be a team player and work well with others.
- Professional and welcoming personality.

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

- A minimum of two years' experience in radio, television, cable or other media traffic or other relevant experience performing the duties of the job.
- Experience working with Wide Orbit and vCreative traffic software.
- Working knowledge of spreadsheet and word processing applications.

Benefits:

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

- Employee Assistance Program (EAP) for full time and part time employees as well as all household members at no cost.
- 401(k) with discretionary employer matching.
- Holiday Worked Pay.
- 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 let's talk.

Alpha Media is an equal opportunity employer and participates in E-Verify. [Click Here](#) to learn more about E-Verify.

If you need an accommodation to complete the application process, please contact us at 1-877-459-5750 or alpha.hrservices@alphamediausa.com and include your full name, contact information and the accommodation needed to assist you with the application process.