

Connoisseur Media in Anchorage, Alaska is looking for a full-time Business Office Assistant to join our team in our Anchorage office! This entry-level, in-office role is your all-access pass to the exciting world of broadcasting. We'll teach you everything you need to know—from organizing the office and managing contests to helping with promotions and even learning how to back up commercial logs. If you're a self-starter who loves working with people, can juggle multiple tasks, and wants to be right in the middle of the action, this is your chance to learn every aspect of the radio business while having fun along the way!

Responsibilities of this position may include the following:

- Answer incoming calls on a multi-line phone system.
- Welcome visitors, direct visitors, and callers to the appropriate personnel
- Distribute prizes to winners and serve as a public relations contact with contestants.
- Prize management
- Sort and distribute mail and compile deposits.
- Prepare daily program logs for one or more radio stations.
- Assist with end-of-day reporting.
- Other duties as assigned and consistent with the job title.

Requirements of this position may include:

- Accurate data entry skills.
- Possess strong analytical problem-solving 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:

- Experience working with Wide Orbit and vCreative traffic software.
- Working knowledge of the G-Suite Platform.

Benefits:

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

- Medical, Dental, Vision.
- 17-days starting PTO accrual, 10 Company Holidays, a day off in the birth month.
- Employee Assistance Program (EAP).
- 401(k) Retirement Plan with Discretionary Employer Matching.

Who We Are:

We are Connoisseur Media, a broadcast and digital media company serving audiences, advertisers, and local communities. Recognized as one of the top 10 radio broadcasters in the U.S., we operate 216 radio stations in 47 markets and run a growing digital marketing business. From music and news to community events, we create media that matters. Through Ferocious Digital, Ferocious Content, and Dinormous, we help brands thrive with smart strategies, engaging stories, and expert PR. At our core, people are our passion and the heart of the Company, and we're proud to be community-minded, with employees who love getting involved and making a difference.

TO APPLY: www.connoisseurmedia.com/career-openings/

Connoisseur Media is an Equal Opportunity Employer and participates in E-Verify. All qualified applicants will receive consideration for employment without regard to any characteristic protected by law.

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