Connoisseur Media in Anchorage, AK, is seeking a professional Sales Assistant to join our team. In this on-site role, you will be at the heart of a fast-paced environment, keeping daily operations running smoothly while supporting multiple departments.

As a welcoming first point of contact for callers and visitors, you will provide comprehensive support across administrative, business, sales, traffic, and promotional functions. We are looking for a highly organized, detail-oriented, and proactive self-starter who excels under deadlines. The ideal candidate communicates effectively, manages competing priorities with ease, and delivers exceptional customer service in a collaborative team setting.

To succeed, you must bring strong multitasking abilities, sharp prioritization skills in a high-energy atmosphere, and a steadfast commitment to internal controls and company procedures. Above all, you should be a dedicated and dependable team player.

Responsibilities of this position may include the following:

- Answer Incoming Phone Calls.
- Welcome visitors and clients.
- Maintain office supply inventory
- Handle Prize Distribution and winner interfacing.
- Invoice and Various Document Mailings.
- Daily Mail Sorting.
- Compile deposits daily.
- Attend sales meetings where applicable.
- Sales reporting.
- Sales data management.
- Handle Account Executive Requests within Wide Orbit or VCreative.
- Misc. Office Duties that Management will assign.

Requirements for this position include the following:

- Availability Monday through Friday, 8 AM to 5 PM.
- Possess a professional and welcoming personality.
- Have a valid driver's license and insurance.
- Knowledge of Microsoft Office and G Suite programs.
- Accurate data entry skills.
- Excellent written and verbal communication skills.
- Extremely organized, detail-oriented, and able to meet strict deadlines.
- Able to thrive in a fast-paced, high-growth, rapidly changing culture and environment.
- Ability to interact with management and staff at all levels.
- Ability to interact with Advertisers and the General Public
- Ability to operate a multi-line telephone system.

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

- Previous experience in broadcast media.
- Previous experience in Wide Orbit.
- Experience with Microsoft and G-Suite platforms.

Benefits:

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

- **Comprehensive Benefits Package:** Medical, Dental, and Vision. Supplemental Life Insurance, AD&D Coverage, STD, and LTD coverage.
- **Paid Time Off:** 17 PTO days and 10 company holidays.
- **401(k) Retirement Plan:** Employer matching to support your future financial goals.
- **Employee Assistance Program:** Free support services for you and your household.

Discover Your Passion at Connoisseur!

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 165 radio stations in 35 markets and run a growing digital marketing business.

From music and news to community events, we create media that matters. Through **Connrex Digital**, 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.

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.

Apply online: https://connoisseurmedia.com/career-openings/