



## **SALES ASSISTANT / RECEPTIONIST**

**NOW ACCEPTING APPLICATIONS IN JOHNSTOWN, PA**

**Job Position:** Sales Assistant/Receptionist

**Description:** Must possess strong communication, computer graphic design, organization, and time management skills. Candidates must value customer service, be highly motivated to achieve results, will work in conjunction with a self-directed team. You must be proficient in Power Point, Excel, Publisher, Adobe Photoshop, and Word. Radio traffic experience is a plus. Attention to detail and the ability to work on multiple projects are essential.

**Work hours:** 40 hours/week minimum. Monday-Friday, 8pm to 5pm, 1 hour non-paid lunch.

**Salary:** Competitive Wages Based on experience and performance plus a great benefit package.

**Contact:** email your resume and cover letter today to:  
**careers@forevermediainc.com.** All applicants held in strict confidence.

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(PLEASE POST IN YOUR FACILITY FOR 30-DAYS)

September 13, 2018, 2018 Posted: Altoona, PA; Brownsville, PA; Bellaire, OH; Cumberland, MD; Easton, MD; PA; Meadville/NWPA; Pittsburgh, PA; State College, PA; York, PA