



JOB POSTING

Part-Time Afternoon Receptionist

February 6, 2012

City	Pocatello
State	ID
FLSA Status	Part-time, Non-Exempt (Hourly); M-F 12:30 PM – 5:00 PM
Position Closing Date	February 14, 2012 or until filled

JOB SUMMARY

Rich Broadcasting is looking for a professional, detail oriented individual who can multi-task and has exceptional organizational and computer skills to work as a part-time receptionist in our Pocatello office. The ideal applicant would have a minimum of two years clerical and computer experience, with a high degree of proficiency with all Microsoft Office applications.

KEY RESPONSIBILITIES

- Welcome visitors and company personnel by greeting them in person or on the telephone
 - Answer and transfer telephone calls in a prompt, courteous, and professional manner.
- Maintain the highest standard of business etiquette while interacting with the public and station listeners
- Communicate effectively and professionally with customers and both internal and external contacts
- Be knowledgeable of Rich Broadcasting, its stations, station events and promotions
- Attend all required station and department meetings
- Provide a diverse range of administrative support to the sales and programming departments (including assisting with sales proposals and presentations, faxing, filing, copying, etc.)
- Serve as a liaison between sales, traffic, production, and promotions to assure the fulfillment of all contract components
- Assist in updating and maintaining the Station(s) Public Inspection File
- Assist in updating all online properties, including web and social networking sites
- Carry out other critical duties as outlined by Market Manager
- Represent Rich Broadcasting in the highest regard within the community and business environment
- Work in compliance with all Company policies and procedures
- Special projects as assigned by management

QUALIFICATIONS

Skills & Abilities Required

- Self starter with the ability to work independently or as part of a team
 - Strong customer service skills
- Able to work flexible hours including nights, early mornings, overnights, holidays and weekends.
- Strong written and verbal communication skills
- Organized and able to multitask
- Strong computer skills and ability to learn new software applications quickly

Education Required

- High School Diploma

Preferred, But Not Required

- One to two years (1-2 yrs.) on-the-job receptionist/clerical experience with skills in office procedures and protocol

Qualified candidates are invited to download the application available on our website.
To be considered an application must be submitted by fax, email or mail for current posted positions.
Resume is only accepted when accompanying our application. Unsolicited resumes will not be accepted.

An Equal Opportunity Employer