



POSTING DATE: August 23, 2010 :
JOB#: 63-10
JOB TITLE: Sales Coordinator
COMPANY: KSTP-FM, Sales-General
SCHEDULE: Mon - Fri 8:30 am - 5:00 pm
STATUS: Full Time, Hourly

QUALIFICATIONS:

- 1-2 years experience working in an office environment, previous administrative assistant experience helpful
- Highly motivated and positive personality
- Strong knowledge of Microsoft Office (Excel, Mail Merge, PowerPoint, Access and Word), IBM compatible, desktop publishing and graphics required
- Proven ability to multi-task, finish projects on a deadline in spite of numerous interruptions
- Ability to complete projects/tasks quickly and accurately
- Knowledge in use and interpretation of Tapscan, Arbitron and Scarborough data a plus
- Experience with web publishing helpful
- Pleasant telephone demeanor

DUTIES:

- Perform extensive word processing, Excel spreadsheet work and PowerPoint presentation preparation
- Answer and direct incoming calls
- Assist the efforts of the Sales manager, staff of Account Executives, and other radio station employees and departments
- Input on-air and online sales orders

PHYSICAL REQUIREMENTS:

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

APPLY TO:

HUMAN RESOURCES DEPARTMENT
Job# 63-10
3415 University Ave

St Paul, MN 55114
Fax: (651) 642-4314
Email: apply@hbi.com
No Telephone Calls Please
AN EQUAL OPPORTUNITY EMPLOYER