



1601 East 57<sup>th</sup> Ave.  
Spokane, Washington 99223  
509-448-1000  
fax 509-448-7015

## Part Time Data Entry & Administrative Assistant

Job Description: Part Time Data Entry Clerk & Administrative Assistant

Supervisor: Business Manager

Work Schedule: Part Time 32 hours per week (up to 40 per week)

Salary: DOE

### Job Requirements:

This position is responsible for entering sales orders, scheduling commercials, entering copy, producing daily logs, and completing affidavits for seven radio stations broadcasting from one facility. Successful candidate should have the following skills and abilities:

- § Possess a high degree of data entry speed and accuracy
- § Excellent prioritization and organizational skills
- § Work well under pressure in close proximity to other staff
- § Be able to juggle multiple assignments/tasks
- § Interact well with co-workers at all levels of the organization
- § Proficient with Microsoft Office
- § Ability to handle multiple line phone system
- § Answer phone pleasantly and assist customers quickly

Ideal candidate will also have 1-2 years radio or television broadcast experience and proficiency in CBSI/Wicks software or other broadcast traffic software. Qualified candidate must be able to work Monday – Friday between the hours of 8 am to 5 pm up to 32 hours a week, occasionally up to 40 hours, and have reliable transportation.

Available: Posting Closes March 28, 2008

How to Apply: Send 2 copies of resume to the Business Manager along with a cover letter to:

Radio Spokane  
Attn: Business Manager  
1601 East 57<sup>th</sup>  
Spokane, WA 99223

Applicants can apply in person at the location above.

**\*\*\*Please no Phone Calls\*\*\***

Mapleton of Spokane, LLC dba Radio Spokane is an Equal Opportunity Employer. All minorities are encouraged to apply.

KDRK-FM \* KEYF-FM \* KBBD-FM \* KZBD-FM \* KJRB-AM \* KGA-AM \* KEYF-AM