



Data Entry Clerk

Job Description: Data Entry/Traffic Clerk
Supervisor: Traffic Coordinator
Work Schedule: Full Time 8am – 5pm Monday-Friday (40 hours week)
Salary: DOE

Responsibilities:

This position is responsible for entering sales orders, scheduling commercials, data entry of copy, producing daily logs, filing, and completing affidavits for seven radio stations broadcasting from one facility.

Job Requirements:

Successful candidate should have the following skills and abilities:

- Basic Accounting/Recordkeeping knowledge
- 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 process multiple assignments/tasks
- Interact well with co-workers at all levels of the organization
- 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, however experience not required.

This is a full time position with benefits and paid vacation. Qualified candidate must be able to work from 8:00AM to 5:00 PM Monday – Friday and have reliable transportation. Wage DOE

Available: Until Filled

How to Apply: Send 1 copy of resume along with a cover letter to:
Radio Spokane
Attn: Human Resources
1601 East 57th
Spokane, WA 99223

Applicants can apply in person at the location above.
or Email: dhombel@radiospokane.com

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

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