



Sales and Office Assistant

Job Position: Sales and Office Assistant – Cumberland, MD

Description Resumes are being accepted for a Sales and Office Assistant. This position involves assisting the sales department with proposals and promotional planning and helping sales executives coordinate their work. Customer relationship management (CRM) will be an important part of this job. Additionally, this position will include general business office responsibilities involving accounts receivable and accounts payable, filing and other organizational duties.

Experience: This person must be professional, highly organized, and have the personality to work in a collaborative environment. Candidates should have good communications and computer skills including:

- Knowledge of Microsoft Word
- Knowledge of Microsoft Office
- Knowledge of Adobe Creative Cloud
- Knowledge of Customer Relationship software
- Knowledge of PowerPoint
- General business office and accounting skills
- Ability to multi-task and work under pressure
- Highly resourceful and proactive
- Previous media experience preferred but not required

Work Hours: 40 hours / week Monday-Friday

Salary: Commensurate with experience

If you think you have what it takes to be a member of our **Forever Media** team, email your resume and cover letter today to: careers@forevermediainc.com.

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Posted October 2, 2024: Cumberland, MD; Easton, MD; Havre de Grace, MD; Milford, DE; Wilmington, DE; Brownsville, PA; Pittsburgh, PA; York, PA

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