



SALES ASSISTANT

Draper Media has an immediate opening for Sales Assistant. This position is responsible for order entry, generating reports and assisting account executives in researching local business prospects. The candidate will work directly with account executives. This person must be detail oriented, have good organizational skills and be able to work independently.

Need the ability to work in Microsoft Word and Excel software programs and data entry.

Interested candidates should apply at:

Drapermediajobs.com

Or
mail resume, cover letter to:
Human Resources
WBOC
1729 N. Salisbury Blvd.
Salisbury, MD 21801

Employment is contingent on successfully passing criminal background and drug screen tests.

We are an “Equal Opportunity Employer”

Position Information

Title: Sales Assistant

Status: Full-Time Hourly

Pay Range: \$17.10-\$20.00 per hour

Other Compensation: Overtime

Benefits: Health Coverage (*Single/Family*)

Vision Coverage (*Single/Family*)

Voluntary Benefits (*Single/Family*)

Paid Time Off (*80 hours/year*)

Dental Coverage (*Single/Family*)

Disability Coverage (*Single*)

401(k) Retirement Plan

Paid Holidays (*9 days/year*)