

Withers Broadcasting Companies
Dana Communications Corp.

DATA ENTRY/RECEPTIONIST: MARION-CARBONDALE

Location: Withers Broadcasting, 1822 North Court Street, Marion

Hours: Weekdays (8a-5p) with possible evenings and weekends at station events

Withers Broadcasting Companies seeks a full-time Data Entry and Receptionist for the radio stations WDDD-FM, WTAO-FM, WVZA-FM, WHET-FM, WFRX-AM. Responsibilities of the position include, but are not limited to:

- Answering the phones, screening calls and taking messages for sales staff out of the office on calls and on-air personalities while on air shifts
- Assist sales staff when calling/E-mailing with inquiries on account balances and invoices
- Greeting and assisting clients and customers as they enter the building
- Daily errands to the post office to retrieve the days mail and making daily accounts receivable bank deposits
- Inputting broadcast commercial orders into the traffic/billing system for each station
- Inputting broadcast commercials and programming into automation systems for each station
- Daily composure of broadcast commercial logs for each station
- E-mailing weekly projection/aging reports to sales staff for each station
- Posting daily accounts receivable payments to the scheduling/accounts receivable software program
- Prepare and send monthly client billing of invoices and statements
- Daily mailings and banking
- Some filing and general office organizational duties
- Other duties assigned by Corporate Controller, Corporate General Manager, Director of Sales, Operations Management

Hiring requirements:

- Applicants are required to have moderate to advanced computer skills and software experience including Microsoft Word, Excel and PowerPoint.
- Applicants are required to have a valid driver's license, reliable transportation, and a history of work punctuality
- Applicants must have basic accounting/math skills
- Prior radio experience is greatly preferred (but not required) by means of previous radio employment, and/or an education at an institution with a student operated radio station and hands-on training curriculum. Those with prior radio experience will be prioritized first as there is potential for assisting in production, voicing announcements, and on air shifts.
- Applicable speaking, language, and grammar awareness is important for this job in the communications industry

Send your resume to: hugo@mywithersradio.com OR find this position on Indeed.com and submit your resume. Please include this position in the subject. No phone calls please.

Competitive market wage offered for this full-time position. Only E-mailed applications/resumes will be considered. Health Insurance and 401k are available. Withers Broadcasting is an Equal Opportunity Employer.