



JOB POSTING

SALES ASSISTANT

Job Position: SALES ASSISTANT – (Brownsville, PA)

Description: Forever Media Brownsville has an opening for a Sales Assistant.

Duties Include: Creating promotional materials and sales presentations, creating and updating spreadsheets, website updates/maintenance, and additional business responsibilities as deemed needed.

Requirements: Advanced computer skills with Adobe Photoshop and Microsoft Office Suite. Looking for professional applicants that have strong organizational and proofreading skills, creativity and an eye for design, the ability to multitask and pay close attention to detail. Good verbal and written communication skills. Training will be provided for additional business responsibilities.

Work Hours: 40 hours/week minimum. Monday through Friday.

Salary: Competitive wages and benefit package based on experience.

Contact: Send cover letter and resume to careers@forevermediainc.com

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March 22, 2022. Posted: Cumberland, MD; Easton, MD; Havre de Grace, MD; Milford, DE; Wilmington, DE; Altoona, PA; Brownsville, PA; Johnstown, PA; Lebanon, PA; Meadville/NWPA; Pittsburgh, PA; State College, PA; York, PA

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