Category: Traffic

Position/Title: Sales Assistant/Traffic Clerk

Details: Support management and sales employees with sales administration, maintaining lines of communication between clients and sales department, organizing sales office systems, monitoring and assisting with events and promotions. Accurately input advertising contracts in order to produce precise commercial logs which in turn produce accurate billing. Manage inventory so all available time can be sold.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Responsible for daily broadcast log: input of client advertising contracts and co-op script, input of commercial material and instructions, manual replacement of unresolved exceptions, manipulation of commercial spots to maintain proper separation between commercial spots from similar products.

- Compile, reconcile, and distribute broadcast logs.
- Research missing/incorrect commercials.
- Design and produce daily/weekly reports as requested from management; i.e. missing copy, expiring orders, inventory management as well as production and distribution of sales reports, orders, and revisions.
- Coordinate with other departments to maintain commercial inventory and to provide billing information.
- Send weekly affidavits.
- Maintain organized and accurate filing system as well as copying, faxing and filing documents.
- Special projects as requested.
- Assist in preparation of sales proposals and presentations.
- Update media kit.
- Assist with promotions and remotes.
- Research industry and market information to use in proposals.
- Contact clients with timing of aired spots and handle client questions/problems.
- Special projects as requested.
- Backs up receptionist.
- Reports To Sales Manager or Business Manager
- FLSA Status: Non-Exempt

Vacancy Type: Full Time
Date Posted: 10/10/2017
Closing Date: 11/10/2017
City: Rhinelander
State: Wisconsin
Experience:

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**
High school diploma or general education degree (GED); one year related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
Ability to write routine reports and correspondence.
Ability to speak effectively and personably with customers or employees of organization.

**MATHEMATICAL SKILLS**
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
Ability to compute rate, ration and percent and to draw and interpret bar graphs.
Ability to calculate figures and amounts such as discounts, interest, commissions, and percentages.

**REASONING ABILITY**
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES**
Strong computer skills and working knowledge of Microsoft Excel and Word.
Ability to work accurately and well under pressure and meet deadlines.
Ability to multi-task, organize and prioritize.
Ability to use standard office equipment (i.e., copier and fax machine).
Ability to work some evening and weekend hours.

Requirements:

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 10 pounds.
While performing the duties of this job, the employee is regularly required to talk or hear.
The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The noise level in the work environment is usually moderate.

Contact:
Laurie Bastle
NRG Media
3616 Highway 47 N
Rhineland WI 54501
lbastle@nrgmedia.com

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER