



Job Posting

ADMINISTRATIVE SALES ASSISTANT

Job Position: ADMINISTRATIVE SALES ASSISTANT – (York, PA)

Description: Forever Media York has an opening for an Administrative Sales Assistant.

Duties Include: Answering and disseminating phone calls, greeting visitors, EEO and Public File maintenance, creating and updating spreadsheets, creating promotional materials, creating sales presentations, back up traffic manager and business manager.

Requirements: Professional, strong organizational skills, attention to detail, good proofreading skills, good planning skills, ability to multi task, knowledge of advanced computer skills, knowledge of Adobe In Design and Microsoft Office Suite, digital and graphic skills, good verbal and communication skills, highly resourceful and proactive, general business office experience.

Work Hours: 40 hours/week minimum. Monday through Friday. Saturday and/or Sunday at an event once a year.

Salary: Competitive wages and benefit package based on experience.

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

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