



Job Posting
**GRAPHIC DESIGNER /
ADMINISTRATIVE SALES ASSISTANT**

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

Description: Forever Media York has an opening for a Graphic Designer / Administrative Sales Assistant.

Duties Include: Creating promotional materials and sales presentations, answering and disseminating phone calls, greeting visitors, EEO and Public File maintenance, creating and updating spreadsheets, and additional business responsibilities as deemed needed.

Requirements: Adobe InDesign and Microsoft Office Suite experience is highly desired. Need advanced computer skills with the above programs. Looking for professional applicants that have strong organizational and proofreading skills, the ability to multi task and pay close attention to detail. Need 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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