



*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,  
creating and updating spreadsheets, website 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](mailto:careers@forevermediainc.com)

\* Forever Media is an Equal Opportunity Employer. Forever Media, Inc., Forever Media of Ohio, LLC, Forever Media of MD, LLC and Forever Media of DE, LLC and their affiliates and Radio Station(s) do not and shall not discriminate, in any manner on the basis of race or gender, respecting their recruiting, employment or advertising practices.

10/15/20 Posted: Altoona, PA; Bellaire, OH; Brownsville, PA; Cumberland, MD; Easton, MD; Franklin, PA; Havre de Grace, MD; Johnstown, PA; Lebanon, PA; Meadville/NWPA; Milford, DE; Sharon, PA; Pittsburgh, PA; State College, PA; York, PA; Wilmington, DE