

FOREVER

MEDIA

Business Manager

Job Position: Business Manager – York, PA

Description / Experience:

Resumes are being accepted for a Business Manager position at our York, PA stations. Applicants should have prior business office experience including accounts receivable, accounts payable, collections and payroll. This position involves assisting the National sales departments with promotions, events, commercial schedules, proposals and promotional planning.

An associates or bachelor's degree is preferred. Good communications and strong computer skills are a must, including Microsoft Office / Excel, databases and the ability to learn Media traffic software. This position will maintain accurate and complete account files. This position will be the backup to the Traffic Manager and will need to use the Marketron Software. Duties include inventory analysis, spot scheduling, order verification, and sponsorship tracking. Other duties as assigned.

If you possess strong analytical and problem-solving skills, knowledge and experience in Microsoft Office programs like Excel, have excellent verbal and written communication skills, and the ability to interact with management and staff at all levels, then apply today.

Work Hours: 40 hours / week Monday-Friday

Salary: Based on Experience

If you think you have what it takes to be a member of our **York, PA** team, email your resume and cover letter today to: careers@forevermediainc.com

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