



JOB POSTING

Receptionist

November 22, 2021

City	Idaho Falls
State	ID
FLSA Status	Full-time, Non-Exempt (Hourly)
Position Closing Date	until filled

JOB SUMMARY

Rich Broadcasting is looking for a professional, detail-oriented individual who can multi-task and has exceptional organizational and computer skills to work as a full-time receptionist in our Idaho Falls office. The ideal applicant would have a minimum of one year of clerical and computer experience, with a high degree of proficiency with all Microsoft Office applications.

KEY RESPONSIBILITIES

- Welcome visitors and company personnel by greeting them in person or on the telephone
- Answer and transfer telephone calls in a prompt, courteous, and professional manner
- Maintain the highest standard of business etiquette while interacting with the public and station listeners
- Communicate effectively and professionally with customers and both internal and external contact
- Be knowledgeable of Rich Broadcasting, its stations, station events, and promotions
- Attend all required station and department meetings
- Provide a diverse range of administrative support to the sales and programming departments (including assisting with sales proposals and presentations, faxing, filing, copying, etc.)
- Assist in updating all online properties, including web and social networking sites
- Assist with maintaining Traffic information
- Assist with maintaining continuity information
- Maintain a neat and clean office environment
- Represent Rich Broadcasting in the highest regard within the community and business environment
- Work in compliance with all company policies and procedures
- Special projects as assigned by management

QUALIFICATIONS

Skills & Abilities Required

- Self-starter with the ability to work independently or as part of a team
- Strong customer service skills
- Able to work flexible hours including evenings, holidays, and/or weekends
- Strong written and verbal communication skills
- Organized and able to multitask
- Working knowledge and experience with Marketron Traffic Systems preferred

Education Required

- High School Diploma Preferred, But Not Required
- One to two years (1-2 yrs.) on-the-job receptionist/clerical experience with skills in-office procedures and protocol
- Willing to train the right candidate

Interested in this position and joining our amazing team?

Qualified candidates are invited to visit our website today to complete our online application and submit your resume.

An Equal Opportunity Employer

1406 Commerce Way, Idaho Falls, ID 83401

Phone: (208) 524-5900

www.richbroadcasting.com



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