

PART TIME/FLEXIBLE - Radio Station Sales Support (No Selling)

Work behind-the-scenes at Olympia's KXXO Mixx 96.1! We need an organized person with strong writing and customer-service skills to manage paperwork, verify customer information, enter information, and write ad copy as needed. Though most of the work will be done during the standard workday, hours are flexible and could be scheduled around school and home responsibilities. There is no selling or upselling required in this position. You will largely be gathering, verifying, and organizing information and, if skilled, helping come up with creative ideas and writing copy for radio ads.

Duties of this job include:

- Managing client paperwork
- Entering and checking client information and advertising orders
- Contacting clients and updating copy and other information
- Helping to write client copy for radio advertising as needed

Requirements for this position include:

- Good computer skills
- Ability to keep track of information and keep it organized
- Willingness to work with people of differing backgrounds and lifestyles

Notes: Work area for this job is accessible only by stairs. Applicants must be fully vaccinated against Covid.

Send letter of interest, questions, and resume, including where you heard of this opening, to KXXO Mixx 96.1, PO Box 7937, Olympia, WA 98507 or admin@mixx96.com

3 Cities, Inc./KXXO Mixx 96.1 is an Equal Opportunity Employer. It is the policy of our company that all applicants for employment will be considered without regard to race, color, religion, sex, sexual orientation, national origin or handicap. 3 Cities, Inc. is committed to fairness and diversity in hiring and promotion and encourages applications from people of all backgrounds, ethnic origins, genders, orientations, or beliefs.

And this oldie but goodie!

Please share on websites, social media, and bulletin boards!

RADIO SALES/CREATIVE MARKETING OPENING - Full or Part-time

Get into show business – selling radio and digital marketing advertising campaigns at KXXO Mixx 96.1. Experience preferred, but if you're not afraid to ask for a sale and have creative marketing ideas, learning the radio part is easy - and we will always have your back! Radio sales is really about building relationships. This is a great opportunity for an outgoing, self-motivated, organized person with good oral and written skills who's looking for a family friendly place to work, either part time or full time (daytime hours with some flexibility). Full job description at: <https://www.kxxo.com/employment/>

To apply, send a letter of interest and resume to butler@kxxo.com. Include where you heard about this opening. Applicants must be fully vaccinated against Covid. Recruiting through 6/30/22

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