



PART-TIME RECEPTIONIST KHTK-AM, KNCI-FM, KYMX-FM, KZZO-FM

Bonneville International has been a leader in broadcasting for over 50 years, with a mission to build up, connect, inform and celebrate communities and families across our markets. We currently own and/or operate 22 radio stations in Seattle, Phoenix, Denver, Sacramento, San Francisco and Salt Lake City, along with the NBC Affiliate TV station, KSL TV 5, in Salt Lake. We're proud of our history, and we want talented people to join us as we continue to grow!

POSTION PURPOSE:

Bonneville Sacramento is looking for a part-time receptionist to cover the front desk at our Commerce Circle location. Qualified candidates must be available to work Mon – Fri between the hours of 8:25am and 1:10pm.

KEY RESPONSIBILITIES:

- Greet clients and visitors in a professional manner.
- Answer phones and route calls to the proper personnel or take messages when required.
- Provide callers with information, such as the address, directions to the location, fax numbers, website information, and other related information.
- Work closely with the promotions departments.
- Enter computer data for prize winners.
- Distribute prizes to station winners.
- Receive and distribute incoming mail/overnight packages.
- Provide clerical support to various departments as needed.
- Additional duties and responsibilities may be assigned as necessary.

REQUIRED SKILLS & EXPERIENCE:

- General computer knowledge
- Excellent phone etiquette
- Ability to multi-task as well as organize and manage workload
- Ability to work with moderate supervision, confidential information and be a self-starter.
- Capable and willing to resolve unexpected problems and be flexible to perform unscheduled assignments.
- 2+ years of prior receptionist experience preferred

PHYSICAL DEMANDS:

- Receive, process, and maintain information through oral and/or written communication effectively.
- Substantial physical movements (motions) of the wrists, hands, and/or fingers.
- Ability to extend hand(s) and arm(s) in any direction with good eye and hand coordination.
- Lift, move, and carry up to 20 pounds on occasion.



ADDITIONAL JOB REQUIREMENTS:

- Work in compliance with Company policies and procedures
- Work effectively in a team environment.
- Project an appropriate professional appearance and demeanor
- Maintain positive and cooperative rapport with staff, management and clients
- Maintain confidentiality by not discussing internal matters, company strategies, client's proprietary information, personnel matters, wage and salary information or any sensitive information with clients, competitors, listeners, the media or inappropriately with co-workers, and by not distributing our proprietary research or other information to our competitors.

To apply please go to

https://deseretmanagement.wd1.myworkdayjobs.com/BonSaltLake/job/Sacramento/Part-time-Morning-Receptionist---Sacramento--CA_R95-1

No phone calls please

Bonneville is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Minority/female/disability PWDNET/veteran are encouraged to apply.

January 2018