



SALES ASSISTANT Government Initiatives & Digital Media

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 searching for an Assistant to work with the Bonneville Director of State of California Business. Essential duties and responsibilities include the following:

- Support the Director, Government Initiatives & Digital Media, and perform daily office functions, including clerical and phone support.
- Maintain calendar and handle the scheduling of appointments.
- Make travel arrangements, prepare expense reports, and order and maintain department supplies.
- Handle necessary arrangements for meetings such as preparing presentations, making copies, reserving conference rooms, and coordinating catering.
- Assist in the execution of station contracts & campaign recaps.
- Maintain billing and contract files for all government contracts for station(s) within the media buys.
- Pull Requests for Proposals (RFPs) and assist in the response process, including campaign details and promotions.
- Assist with projects as they arise for other departments within the station(s).
- Additional duties and responsibilities may be assigned as necessary.

QUALIFICATIONS:

- 2+ years administrative assistant experience is required.
- Must be able to communicate effectively and professionally with internal and external customers and have exceptional organizational skills.
- Must possess the ability to meet deadlines and be able to handle multiple tasks simultaneously, work independently, and take initiative in a fast-paced environment.
- A high degree of proficiency with MS Office products including Word, Excel, Power Point and Outlook is required.
- Must be able to maintain the highest level of confidentiality and be able to handle sensitive material regarding the stations.

4 year college degree preferred. Some experience in media buying, selling or coordinating is desirable. Knowledge of media-buying software such as xRay, Tapscan, Bid Sync, Media Monitors, Neilson, etc. a plus.

PHYSICAL DEMANDS:

- 2+ years administrative assistant experience is required.
- Must be able to communicate effectively and professionally with internal and external customers and have exceptional organizational skills.
- Must possess the ability to meet deadlines and be able to handle multiple tasks simultaneously, work independently, and take initiative in a fast-paced environment.



- A high degree of proficiency with MS Office products including Word, Excel, Power Point and Outlook is required.
- Must be able to maintain the highest level of confidentiality and be able to handle sensitive material regarding the stations.

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 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.

PLEASE APPLY ON THE FOLLOWING WEBSITE:

https://deseretmanagement.wd1.myworkdayjobs.com/BonSaltLake/job/Sacramento/Sales-Assistant-Government-Initiatives---Sacramento--CA_R141-1

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.

February 2018