



COMPANY: LOTUS SEATTLE CORP
LOCATION: SEATTLE, WA
PRIMARY INDUSTRY: RADIO
POSITION: SALES ASSISTANT
SALARY RANGE: \$20-24 PER HOUR
OPEN DATE: MAY 22, 2023
CLOSE DATE: AUG 22, 2023
PART TIME

COMPANY URL: <https://www.lotuscorp.com/seattle-careers>

Lotus Seattle Corp in Seattle, Washington is seeking an enthusiastic, highly motivated part time Sales Assistant. The position of Sales Assistant supports the General Manager and/or General Sales Manager and Account Executives within the Sales Department. The Sales Department interfaces and communicates with the Traffic, Production, Business Office, Promotions, and Programming Departments as well as Advertising Agencies and clients. The role of the Sales Department is to generate and grow revenue from local and regional advertising accounts. The purpose of the Sales Assistant is to support the efforts of the sales in generating and growing revenue as prescribed by the radio station business plan in order to meet sales goals.

Essential Duties and Responsibilities:

- Provide administrative support to the sales department including the creation, filing and distribution of documents, processing of sales orders and preparation of media packages and sales proposals including writing/translation of copy
- Point person for maintaining streaming orders, production and input in streaming program
- Assist the station with the printing/ distribution of reports and serve as a liaison between sales staff, clients and other departments
- Monitoring station website and updating content and graphics as needed and directed
- Download and upload appropriate research and selling materials into shared electronic folders when necessary
- Other duties as assigned
-

Required Knowledge, Skills and Abilities:

- High School Diploma is required, an Associates or Bachelor's degree is preferred

- Prefer a minimum of 2 years of professional experience providing administrative support within the broadcasting industry but not required
- Strong Adobe Photoshop, graphic design and MS Office skills is preferred
- Strong internet research skills, organizational, written and verbal communication skills
- Ability to work under deadlines and in a fast-paced environment
- Ability to prioritize daily routine and urgent tasks
-

Working Conditions and Physical Requirements:

Office environment, some repetitive motion required. May require some travel to station events, valid drivers' license is required with good driving record. Must have a reliable means of transportation.

May be required to lift boxes of up to 20 lbs.

Disclaimer:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Compensation:

Hourly Rate: \$20-24.00 per hour

Benefits

Company 401K match

Paid sick days as required by state law

ABOUT US:

Lotus Seattle Corp. is a subsidiary of Lotus Communications Corp. and is a media, entertainment and digital marketing services company that owns and operates radio properties. Lotus Communications Corp. operates 44 radio stations in the Western United States including stations in Los Angeles, Las Vegas, Sacramento, Boise, Tucson, Fresno, Seattle and Bakersfield. Lotus Seattle Corp ensures there is no discrimination based on the grounds of race, color, religion, gender, age, handicap, veteran status or national origin in respect to recruitment, evaluation, selection, promotion, compensation and training. Lotus Seattle Corp. is an equal opportunity employer. If you know anyone who may be qualified to fill this position, please let him or her know about this opportunity.

To apply, please send your resume to hr@lotuscorp.com.

