

COMPANY: Lotus Seattle Corp

PRIMARY INDUSTRY: Radio

POSITION: Sales & Promotions Assistant – FULL-TIME

OPEN DATE: July 24th, 2023

CLOSE DATE:

FT/PT: Full-Time

LOCATION: Seattle, WA

Sales & Promotions Assistant - FULL TIME

Lotus Seattle Corp in Seattle, Washington is seeking an enthusiastic, highly motivated full-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
- 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 – on other pages as needed
- Download and upload appropriate research and selling materials into shared electronic folders when necessary
- Develop station media kits for both AM and FM
- Customize client campaigns/decks for all AEs
- Comprehensive client and marketing recaps (deliverables, screenshots, analytics, photos if applicable) for station events, AEs, and Promotion Department
- Daily Monitor sales/marketing elements including station websites, e-blasts, digital sales, and social media posts
- Digital Content Manager assistant as needed
- Organize and schedule meeting
- Meeting agendas and notes
- General office support
- Assist with station events as needed
- Back-up for order input in Marketron and V-Creative
- Promotions department assistance as needed

Required Knowledge, Skills and Abilities:

High School Diploma is required, an associate 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.

Full time in-office.

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:**

\$20.00-25.00 per hour.

This role is also eligible for various benefits, including the following:

- Medical Insurance
- Dental Insurance
- Vision
- Basic Life Insurance
- 401K Plan
- Employee Assistance Program (EAP) at no cost – services include telephonic counseling sessions, consultation on legal and financial matters, emotional well-being.
- A range of additional voluntary programs, such as spending accounts, short- and long-term disability and others.
- Accrued vacation and sick time.

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@lotusseattle.com.