

January 2018

Job Postings

#### OFFICE MANAGER

WCKA, Alabama 810, 94.3 & 97.1 has an immediate opening for a full time Office Manager.

This position is responsible for answering phones, monthly billing, posting payments, collections, distributing listener prizes, assist the sales department and work with our commercial traffic system to enter orders and generate logs.

Interested applicants should have...

Excellent Customer Service skills

Must be proficient in Excel and Microsoft Office

Strong analytical thinking, problem solving skills, organizational and communications skills with attention to detail

Proven ability to successfully handle multiple projects and meet critical deadlines

Must be Organized, Structured, Detail-Oriented, and meet high standards

Knowledge of Natural logs or other broadcast systems preferred but not required...we will train the right candidate.

To apply via email, please submit a cover letter, and resume to [kathydboggs@gmail.com](mailto:kathydboggs@gmail.com) or mail your information to Kathy Boggs, 188 Broadcast Blvd, Jacksonville, AL 36265

#### ACCOUNT EXECUTIVE

WCKA, Alabama 810, 94.3 & 97.1 is looking for a full time Outside Sales Executive.

This position is responsible for identifying and developing new business opportunities by offering solutions that help clients achieve their business goals. The best candidate will be able to build relationships, prepared sales presentations, close business and meet sales goals.

Must be Proficient in Microsoft Office, ability to plan and organize, have strong communication skills, able to negotiate and close business, be creative and have a professional appearance.

Outside Sales Experience preferred.

WCKA is an equal opportunity employer.

To apply via email, please submit a cover letter, and resume to [kathydboggs@gmail.com](mailto:kathydboggs@gmail.com) or mail your information to Kathy Boggs, 188 Broadcast Blvd, Jacksonville, AL 36265