



SALES ASSISTANT

KAKE seeks an enthusiastic, detail-oriented Sales Assistant who works well under pressure and can meet deadlines in a fast-paced environment to assist our sales force in achieving their goals. The successful applicant will possess a positive demeanor, a strong work ethic and the ability to contribute to the overall team effort.

Primary Duties:

- Process new sales orders placed by advertisers and assist with order revisions and modifications
- Assist with the creation of sales research, presentations and sales product collateral
- Assist with client requests for invoices, spot times, and other tasks associated with order/client maintenance and customer service
- Back-up the local traffic department personnel
- Front desk receptionist fill-in
- Assist with station community events and special projects as needed
- Other duties as assigned by management

Qualifications / Requirements:

- Excellent attention to detail
- Professional written and oral communication skills
- Ability to multi-task, prioritize and meet deadlines
- Proficiency with Microsoft Office's software suite (Word, Excel, PowerPoint)
- Prior experience with WideOrbit & Matrix software preferred
- Ability to sit for long periods of time
- Valid driver's license with an acceptable driving record

Interested candidates can send their resume to:

Lori Johnson, Business/HR Manager
KAKE
1500 N. West Street
Wichita, KS 67203
ljohnson@kake.com
No phone calls please

Lockwood Broadcast Group and KAKE provides equal employment opportunities to all employees and applicants for employment. Pre-employment drug test is required as well as a background screen as allowed by federal, state, and local laws and regulations.