

Receptionist/Scheduling Radio Advertising

Needed urgently! Someone who can do multiple things all at once, someone who loves puzzles, challenges, extraordinary feats of uncompromising exactness. In other words we need a superhero. This person must work well with others and when we say others we mean sales people. Must be crazy organized, efficient, friendly and polite.

Good with computer systems including Word and Excel.

Full job description is available upon request.

If you are looking for a full-time position with benefits and believe you have what we are looking for, please email your resume to hr@canyonmedia.net

Hours are Monday thru Friday from 8:00 a.m. to 5:00 p.m.

No phone calls please.

Canyon Media is an Equal Opportunity Employer.