



Sales Assistant/Receptionist

Forever Media, Inc. in Robinson Twp., PA is seeking a Sales Assistant/Receptionist with strong communication, computer, organization and time management skills. Successful candidates will value customer service, will be highly motivated to achieve results, will work in conjunction with a self-directed team. You must be proficient in PowerPoint, Excel, Word and Adobe Photoshop. Radio traffic experience is a plus. Attention to detail and the ability to work on multiple projects are essential. We offer a great benefits package.

All applicants held in strict confidence.

Forever Media, and its affiliates and their Radio Station(s) do not and shall not discriminate, in any manner on the basis of race, ethnicity, religion, gender, or age respecting their recruiting, employment or advertising practices.

If you think you have what it takes to be a member of our **Robinson Twp., PA** team, email your resume and cover letter today to: careers@forevermediainc.com

8/21/23. Posted: Cumberland, MD; Easton, MD; Havre de Grace, MD; Milford, DE; Wilmington, DE; Brownsville, PA; Pittsburgh, PA; York, PA