



June 1, 2023

JOB DESCRIPTION

Promotions Coordinator/Office Coordinator

Position Description

This position will be the “director of first impressions”, with a warm personality, problem solving ability, and excellent written and spoken interpersonal communications skills. Responsibilities will also include greeting customers and listeners, and various administrative clerical tasks as needed.

Position requires a highly organized, driven individual. Ideal candidate must be able to meet deadlines, be solution-oriented and have excellent written/verbal communication skills. Must be able to take direction and build rapport with clients and listeners.

Key Responsibilities

- Open and Close the Office- Monday through Friday 9:00AM-5:00PM (1 hour lunch)
- Cheerfully greet listeners and customers.
- Answer multi-line telephone, take messages, transfer calls and provide information requested.
- Input winner data into V Creative, distribute prizes to winners and verify winner information.
- Drop off mail and packages daily . Notify the recipient and deliver packages as received. Lock up packages not picked up in prize closet.
- Store prizes in locked prize closet at all times
- Maintain conference room calendar.
- Always maintain and keep the reception area clean.
- Dress in a professional manner appropriate to the front desk
- Ensure that the reception area is always covered.
- Assist other departments in various tasks.
- Responsible for all street presence execution: this includes scheduling of all PA’s for station(s) events and maintaining accurate calendars for events/promotions on station(s) web sites, mobile apps and social networks
- Coordinate intern recruitment and training program
- Attend all major events and act as liaison between sales/programming/promotions and promoters/talent/bands coordinating communication and deliverables (meet and greets, interviews, etc.)
- Track and order office supplies as needed (including medical kit)
- Interact with Coffee and vending machine vendors.
- Assist the Promotions Director with prize Inventory, listener notification and provide listeners with the best customer service experience at prize pack up
- Assist the Business Department with basic office tasks.

Job Specifications

- Ability to answer the phone and communicate verbally.
- Ability to read and understand text via the computer.
- Ability to sit for extended periods of time based on the task.
- Ability to manipulate computer keyboard and mouse.

Requirements and Qualifications:

- High school diploma or equivalent
- Experience managing multi-line phone system.
- Customer contact experience



- Proficient in Excel, Word and Outlook
- Dependability
- Verbal and written communication
- Takes Direction
- Teamwork

[Click here](#) to apply or visit the sites below.

www.hot975hot1039.com , www.power983.com, www.951thewowfactor.com

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