

Radford Media Group – KDKD AM/FM & KXEA FM in Clinton, Missouri is seeking a Receptionist to be the face and voice to the public for Radford Media. The ideal candidate has experience in a wide range of administrative and executive support related tasks, has the proven ability to prioritize work in a fast-paced environment, is able to work independently with minimal supervision, and enjoys the administrative challenges of supporting an office of diverse people. This role will be expected to comply with all company procedures and internal controls associated with the assigned duties.

Radford Media Group has a passion for great radio and digital content. We hire and retain top talent who are unique, innovative and vibrant. We believe in creating progressive products, world class events and building strong relationships in our communities.

Responsibilities of this position may include the following:

- Answer all incoming calls on multi-line telephone system.
- Welcome visitors, direct visitors and callers to appropriate personnel.
- Respond to questions about our organization including, but not limited to, providing callers with the address, directions, and other similar information courteously and professionally.
- Manage reception/front office.
- Assist the Business Manager with minor accounting, billing functions, and miscellaneous data entry.
- Provide administrative support, including data input, to professional staff.
- Other duties as assigned by the Business Manager and consistent with the job title.

Requirements for this position include the following:

- Professional and welcoming personality.
- Knowledge in Microsoft Office and Google's G-Suite programs.
- Ability to understand and navigate multiple types of software.
- Accurate data entry skills.
- Excellent written and verbal communication skills.
- Extremely organized, detail oriented, and able to meet tight deadlines.
- Able to thrive in a fast-paced, high-growth, rapidly changing culture and environment.
- Ability to operate a multi-line telephone system.
- Possess excellent analytical problem solving skills.
- Must be a self-starter, able to work with minimal supervision.
- Ability to communicate and interact with all departments and all levels of management.
- High school diploma or equivalent.

Preference may be given to candidates who have the above experience plus the following:

- Prior experience in the broadcast industry or related field.
- Extensive knowledge of PowerPoint and Excel.
- General knowledge of sales concepts and sales software.
- Bookkeeping experience a plus.
- On-Air experience a plus.

If you feel you are a qualified candidate and want to join a fast moving, growing entity submit your cover letter and resume to clay@radfordmediagroup.com.

Radford Media Group LLC is an equal opportunity employer and participates in E-Verify.