



## **CRAWFORD BROADCASTING COMPANY**

*d/b/a*

*WPWX-FM Radio 92.3, WYCA- FM Radio 102.3, WSRB FM Radio 106.3, WYRB FM Radio 106.3*

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### Full Time Office-Assistant

Crawford Broadcasting is currently seeking to hire one full-time Office Assistant at our Hammond, Indiana location. The office assistant will maintain the daily responsibilities of office receptionist greeting clients, guests and managing prize pickup. Flawless attendance and customer service skills are a must. This entry level position is also an administrative sales support position for the departments of sales, traffic and promotion. Sales and traffic responsibilities include but are not limited to preparing client contracts, schedules, quoting rates, sending correspondence, entering traffic copy and entering contracts into the traffic software. Promotional support includes editing promotional copy, supporting digital tasks, and providing department administrative support.

Qualified candidates are self-starters who understand our radio brands, have a creative background, and have a desire to advance in careers in radio. Candidates must have knowledge of basic software programs such as Microsoft word, excel and powerpoint and have experience working projects in marketing, social media or digital. Writing and communication skills are essential.

Please email your resume and cover letter with “**Office Assistant**” in the subject line to:

**[CAREERS@CRAWFORDBROADCASTING.COM](mailto:CAREERS@CRAWFORDBROADCASTING.COM)**

**OR**

**Office Assistant Position  
Crawford Broadcasting  
6336 Calumet Avenue  
Hammond, IN 46324**

**NO PHONE CALLS PLEASE! IN ORDER TO APPLY FOR THIS POSITION, YOU MUST INDICATE IN YOUR COVER LETTER HOW YOU HEARD OF THIS JOB OPENING.**

*Crawford Broadcasting Company/Dontron, Inc. is an equal opportunity employer. The Equal Employment Opportunity Program of WPWX/WSRB/WYRB and WYCA seeks to hire qualified applicants without regard to race, religion, color, national origin or sex, and we ask your assistance on a continuing basis as we recruit for all full time job openings.*