Entercom Seattle is one of the largest radio broadcasting companies in the Northwest. Our stations include:

- **KISW-FM** 99.9 The Rock of Seattle
- **KKWF–FM** 100.7 The Wolf
- **KNDD-FM** 107.7 The End
- **KMTT-FM** 103.7 The Mountain

**POSITION OPENINGS**

05/02/2008

(Most recent openings are listed in red)

**MANAGERIAL POSITIONS**

The **General Sales Manager of KNDD “The End”** is responsible for management and development of the outside sales team. He or she will be responsible for driving sales revenue and development of opportunities to achieve revenue objectives by targeting advertising and marketing dollars that are allocated for all media (not just radio) utilizing multiple assets and targeted messages to reach the advertisers customer base. This is not your traditional radio sales management job. We are looking for a progressive thinker that allows him or herself to think beyond a :60 second commercial.

**Responsibilities:**

- Coaching and growth of the "KNDD" Sales Team as we expand our efforts to combine radio advertising with new media.
- Ability to manage the opportunity pipelines for Sales Team and increase ratio of new business development over traditional radio sales
- Generate sales revenue through new and current product offerings. Create new revenue opportunities in conjunction with the Business Development Dept.
- Hands on approach in helping to negotiate deals and assist in closing business
- Accurately and consistently forecasts monthly revenue numbers

**Qualifications:**

- Proven track record of exceptional sales management results not limited to Radio but including internet, web and other media sales outlets.
- Highly motivated, and success driven approach to responsibilities
- Experience Using Creative Solution Based Selling techniques.
- Guide sellers to effectively sell at all levels of an organization (depth of contact.)
- Demonstrated ability to consistently generate revenue and exceed quota by guiding your sales staff in identifying, qualifying, and closing new business.
- Demonstrated ability to accurately forecast revenue monthly and quarterly
- Ability to perform in a dynamic and fast-paced environment with the other members of the management team
- Provide a strong and positive role model and lead by example for employees
- Ability to adjust to new, different, or changing requirements
- Competitive team player who wants to win
SALES/MARKETING POSITIONS

Post Sales Assistant (National)

Entercom Seattle is looking for a creative and self motivated assistant with an attention to detail for national sales and promotion for our 4 radio stations.

- **General Duties – Customer Service related activities Post Sale**
  - Work with National Sales Manager to construct sales promotions for both added value and business development revenues in response to request for proposals.
  - Attend Sales Promotion meetings for the stations as needed
  - Recap all aspects of the Sales Promotions brainstorming sessions
  - Schedule all events with promotions director/promotions assist
  - Ensure all digital elements are covered- logo tag lines delivered in a timely manner
  - Gather all detail for event one week prior to ensure flawless execution
  - Prepare Promo Recaps –Web screen shots/ air checks/photos as needed
  - Sales Execution for all National and Business Development events, sponsorships, promotions. Communicate with client/advertiser prior to and day of events
  - Follow-up contact to advertisers 60 to 90 days on the aging, encouraging swift payment and producing new invoices when requested to speed up the process
  - Tracking of all aspects of sales promotions
  - Process Business Development activities – all follow up and validation
  - Various office suites as required

Requirements:  Working knowledge of Microsoft Office Word, Excel, and PowerPoint.   Previous working experience in a large office environment that requires multi-tasking is a plus.  Strong communication skills both written and verbal.

Pre Sales Assistant

Entercom Seattle is looking for a creative and self motivated assistant with an attention to detail for its four radio stations.

- **General Duties – Daily and Weekly systems are yours to develop!**
  - Maintain and stock all sales/marketing materials
  - Customize sales presentations and sales one sheets
  - Research and create reports as required
  - Keep sales area professional and clean
  - Proactively look for ways to improve department functions
  - Attend Sales Meeting every other week (2) per week and keep sales meeting notes
  - Coordinate and distribute commercial air times to clients
  - Transcribe copy, tracking down copy, delivering mail/distributing reports
- Knowledge of the following programs is a plus, but not required!
  - Marketron
  - Matrix
  - X-Ray
  - Tapscan

Requirements: Working knowledge of Microsoft Office Word, Excel, and PowerPoint. Previous working experience in a large office environment that requires multi-tasking is a plus. Strong communication skills both written and verbal.

Send resume and cover letter to:
kthornton@entercom.com or mail to
1100 Olive Way, Ste 1650, Seattle, WA 98101
Attn: Seattle HR
No phone calls, please.
Entercom is an Equal Opportunity Employer.

Account Executives/Experienced: All Stations
You are self-motivated, creative, a pro-active problem solver, tenacious, detail-oriented, and money-motivated. Entercom Seattle has the latest tools and technology, the most knowledgeable management and is known as offering the best work environment for selling radio advertising in the industry. AE’s are needed for KMTT, KKWF, KNDD, and KISW. Duties include: soliciting new business by contacting potential new clients, preparing sales materials and appropriate sales presentations, responding to and solving customer problems that arise, and providing customers with creative ideas for new types of advertising in order to maximize profits. Requirements: Bachelor's degree or experience in marketing and/or sales. Must be analytical, highly motivated, persuasive and have strong oral and written communication skills. Rush your resume today!

TRAFFIC
(No positions available at this time)

PROGRAMMING
(No positions available at this time)

PROMOTIONS

Street Team Coordinator- KISW – 99.9 FM
KISW is currently seeking applicants for a part-time Street Team Coordinator position. Duties will include, but not limited assisting in managing, planning, scheduling, execution of promotional programs events for the station, remotes and events, and promotions. This person will be responsible for maintaining accurate records of station vehicles and other promotional equipment, including keeping all fleet vehicles in safe driving condition, and audio equipment. Qualified candidates must be highly organized, detail-oriented, and able to communicate well with others, and handle multiple tasks. A basic understanding of audio engineering is a plus. Minimum 6 months experience in promotions /marketing or related field preferred.

Qualifications:
Great customer service skills
Ability to work alone and in groups as a member of a team
Responsible with great attention to detail
Energetic and outgoing
Self-motivated
Valid driver’s license

Please email résumé with cover letter to bthorpe@entercom.com

Entercom Seattle is an Equal Opportunity Employer
Street Team Members- KNDD 107.7 The End
Responsible for Set up broadcast areas and promotional materials (hang banners, coordinate sampling/giveaways) at station events and other marketing opportunities such as major station promotions, movie premiers, sales events, concerts, benchmark events and festivals. Office duties may apply. Must be reliable, responsible, outgoing and able to lift and carry 50lbs. Weekends and evening work required. (Must be 21 to drive station vehicles).

Qualifications:
Great customer service skills
Ability to work alone and in groups as a member of a team
Responsible with great attention to detail
Energetic and outgoing
Self-motivated
Valid driver’s license

Please email résumé with cover letter to jhammill@entercom.com

Street Team Coordinator- KNDD 107.7 The End
KNDD is currently seeking applicants for a part-time Street Team Coordinator position. Duties will include, but not limited assisting in managing, planning, scheduling, and execution of promotional programs and events for the station, remotes and events, and promotions. This person will be responsible for maintaining accurate records of station vehicles and other promotional equipment, including keeping all fleet vehicles in safe driving condition. Qualified candidates must be highly organized, detail-oriented, and able to communicate well with others, and handle multiple tasks. Minimum 6 months experience in promotions /marketing or related field preferred.

Qualifications:
Great customer service skills
Ability to work alone and in groups as a member of a team
Responsible with great attention to detail
Energetic and outgoing
Self-motivated
Valid driver’s license

Please email résumé with cover letter to jhammill@entercom.com

Promotions Assistant- KNDD 107.7 The End
Part time position available! Responsible for general office duties including phone calls, mailings, and organizing prizes and station merchandise. Handling listener prize fulfillment, winner sheets and on-air contesting. Creating promotional proposals and recaps of events for promotional partners. Must be reliable, responsible and outgoing. Weekends and evening work required. Other duties could include; set up broadcast areas and promotional materials (hang banners, coordinate sampling/giveaways) at station events and other marketing opportunities. A completed Entercom application must be submitted with your resume to be considered for this position.

Qualifications:
Great customer service skills
Ability to work alone and in groups as a member of a team
Responsible with great attention to detail
Energetic and outgoing
Self-motivated
Valid driver’s license

Please email résumé with cover letter to jhammill@entercom.com

Wolf Pack Member
FM 100.7, Seattle’s Country Music Leader, currently seeking responsible, outgoing, enthusiastic and friendly individuals to represent the radio station at various promotional events in the Puget Sound. This position requires a strong work ethic, a positive attitude and strong customer service and organizational skills. Must be available to work flexible hours including nights, weekends and holidays. Some heavy lifting is required. Various office duties, such as calling winners, filing, faxing, etc. will be required as assigned. Position is entry level, part-time - up to 32 hours per week. Immediate openings for qualified individuals.

Employment Status: Part time up to 32 hours per week

Job Requirements: Valid driver’s license and clean driving record required. Technical knowledge/experience of sound systems and promotional experience is a plus.

Educational Requirements: High school diploma.
TECHNICAL
(No positions available at this time)

BUSINESS/ACCOUNTING
(No positions available at this time)

COORDINATOR/ADMINISTRATIVE

Receptionist
Entercom Seattle is seeking an organized and professional receptionist for its four radio stations. We are looking for an individual who can handle working in a multifaceted operation and is willing to be flexible in a rapidly changing environment.

- Internet savvy and Microsoft office proficient in all programs
- Tasks include but are not limited to answering phones, greeting guests, mail distribution
- Maintaining and ordering office supplies
- Dealing with station prize winners, distributing prizes and maintain a prize winners database.
- Great communication skills area a must
- Works well in a fast paced environment

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Administrative Sales Assistant
Seeking organized, professional, who can handle working in a multifaceted operation and is willing to be flexible in a rapidly changing environment.

- Internet savvy and Microsoft office proficient in all programs (including power point and spreadsheets), good with numbers
- Tasks include but are not limited to assisting management and sales staff with order entry.
- Maintaining files and sales confirmations.
- Work with Sales Manager to coordinate presentations for potential advertisers
- Communicating and resolving all discrepancies on orders
- Must communicate with accounts payable departments seeking payment on overdue bills.
- Responsible for minimal coverage of front desk/receptionist an average of (2) hours per week
- Works well in a fast paced environment

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INTERNSHIPS

Internship programs are available for college students receiving college credit. Interns must be earning college credit and must be age 18 or older. Email kthornton@entercom.com for an internship application.

Your resume may also be submitted to alljobs@entercom.com, however, please remember you must submit an application to be considered for our positions.

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