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**

06/05/08

(Most recent openings are listed in red)

**MANAGERIAL POSITIONS**

(No positions available at this time)

**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.

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.
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.

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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)
**Assistant Promotions Director – KKWF – 100.7 FM**

FM 100.7, Seattle’s Country Music Leader, is in search of an Assistant Promotion Director. If you have a can-do attitude, are detail oriented and love interacting with listeners and clients, we want to talk to you. The right candidate must be able to handle multiple projects simultaneously, have the ability to think on your feet, be computer literate with Microsoft Office, website experience all with the ability to work well in a fast paced environment. Additionally the successful candidate will be detail oriented, and possess excellent organizational and communication skills.

Duties: Assist in planning and implementation of station contests and promotions, coordinate and execute appearances, fulfillment of prizing and giveaways, maintain winner database and files, execute proper tax documentation for business department, maintain website, assist in the supervision of part-time staff and interns, maintain accurate records of contestants and ensure contests are conducted in accordance with FCC regulations and law, maintain accurate accounting of prizes, coordinate prizes and winners and make sure prizes are available for front desk distribution, handle all release forms, represent station at community events, write on-air promotional and contest copy, work successfully with all other departments, maintenance and responsibility for prize machines, station vehicles and remote broadcast equipment, communication effectively with Promotion Director, maintain promotion calendar, coordinate talent schedule, and other duties as assigned. Evenings and weekend hours are required

Job Requirements: Minimum 1 year experience in broadcast marketing, public relations, event coordination or related field. Ability to work under tight deadlines; ability to work well with others; ability to handle stress and related pressures; ability to handle multiple projects simultaneously; ability to frequently lift and/or move in excess of 50 pounds; exceptional organizational and communication skills; valid Washington driver’s license; must be 21 years of age to drive station vehicles

Employment Status: Full time

Educational Requirements: High school diploma, college preferred.

Benefits: Medical, Dental, Vision, Life, 401k, Paid Vacation and Sick Leave

Send resume and cover letter to: hrjobs@entercom.com or mail to 1100 Olive Way, Ste 1650, Seattle, WA 98101

Attn: Seattle HR

No phone calls, please.

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**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.

Send resume and cover letter to: hrjobs@entercom.com or mail to 1100 Olive Way, Ste 1650, Seattle, WA 98101

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**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

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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

TECHNICAL
(No positions available at this time)

BUSINESS/ACCOUNTING
(No positions available at this time)

COORDINATOR/ADMINISTRATIVE

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 hrjobs@entercom.com, however, please remember you must submit an application to be considered for our positions.

ENTERCOM SEATTLE is an Equal Opportunity Employer.