



CBS RADIO JOB OPPORTUNITY

WEB ADMINISTRATOR ASSISTANT

AVAILABILITY: Immediate

REPORTS TO: Director of Digital Content

JOB DESCRIPTION

Responsible for handling a wide range of administrative and executive support related tasks. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of working in a radio station surrounding. Must be able to interact with staff in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient. A high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills and attention to detail are equally important.

This person will serve as backup for Sr. Traffic Coordinator and assist in trafficking all banners, pre-rolls and companion banners for the LA cluster of stations. Will also work in Ando Media and DART to help manage inventory, create traffic, streaming and revenue reports and help ensure SOX compliance for all digital campaigns.

REQUIREMENTS

- 3+ years experience supporting at the executive level
- Excellent calendar management skills, including the coordination of complex executive meetings
- Experience assisting management with the creation of PowerPoint presentations
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook

STRONGLY PREFERRED

- Knowledge of Ando Media
- Knowledge of DART
- Knowledge of Adobe Photoshop and Adobe Dreamweaver
- Experience successfully creating and/or modifying processes
- Bachelor's degree

NO PHONE CALLS • MUST APPLY AT:

www.CBSRadio.com **KEYWORD: 4384BR**

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