

Cumulus – Wichita Falls is seeking a Full Time Receptionist to work Monday-Friday, 8:30a – 5:00p.

This position is an integral part of daily operations providing cross department connection and support. The primary role is acting as a liaison between our sales team, our clients, and our other inter-company departments as the market receptionist. This position will often place you in front of our operations and you will be the first impression for guests, employees, and customers. If you are naturally helpful, coachable, and be infectiously positive please read on as you may very well be what we are looking for. Our ideal candidate is a self-starter, possesses an extremely reliable work ethic, is willing to step in and step up when needed and is highly organized with the ability to work multi-task in a very fast-paced environment.

**Responsibilities:**

- Greeting People entering our stations, directing them to their correct destination, dealing with inquiries from listeners, the public and clients.
- Answers telephones. Assist with billing/invoices
- Distributing prizes to listeners and respond to general questions about our station promotions.
- Provide support to the business office performing a variety of tasks, including but not limited to, preparing documents, data entry, process incoming and outgoing mail
- Backup and assistance to our traffic department and Business Manager
- Must be able to balance multiple projects and priorities
- Must be energetic and display professionalism and enthusiasm
- Must be a responsible self-starter who is highly motivated, dependable, detail oriented
- Must be a multi-tasker with superior organizational skills
- Must have a valid driver's license and clean driving record
- Works on highly time sensitive projects, adhering to deadlines

**Our IDEAL candidate will possess:**

- Basic understanding of multi-extension phone systems
- Excellent verbal and written communication skills
- Knowledge of administrative and clerical procedures
- Good at problem solving and prioritizing
- Basic understanding of Excel, PowerPoint, Word, and PC operations
- Candidate must display absolute professionalism at all times
- Candidate will often be the first impression for guests, employees, and customers, thus being most helpful, coachable, and be infectiously positive is a must

**What we offer:**

- Collaborative and creative work environment
- Cumulus offers an opportunity to embark on a career with the fastest growing media company in the U.S.
- Recognition and reward for outstanding performance
- Benefits, vacation, and paid holidays offered for all full time employees.
- Benefits include: Medical, dental, vision, Health Savings Account with company match, 401K with company match, and Life and Disability coverage.

For immediate consideration, please visit [www.cumulus.com/work-here/](http://www.cumulus.com/work-here/)

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulus.com>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**