



## **SALES ASSISTANT/RECEPTIONIST** **Wilmington, Delaware**

Draper Media has an immediate opening for Sales Assistant/Receptionist. This position is responsible for greeting visitors to the station, answering incoming phone calls, assisting account executives in researching local business prospects for advertising and inputting orders. The candidate will work directly with account executives and advertisers. This person should have good organization and time management skills.

Need the ability to work in Microsoft Word, Excel software programs. Present a professional image and appearance to the incoming public, as well as a pleasant, professional image over the phone.

Interested candidates should apply at:

[Drapermediajobs.com](http://Drapermediajobs.com)

Or

mail resume, cover letter to:

Human Resources

WBOC

1729 N. Salisbury Blvd.

Salisbury, MD 21801

Employment is contingent on successfully passing criminal background and drug screen tests.

We are an "Equal Opportunity Employer"