



JOB POSTING

TITLE OF POSITION:	Part-Time Promotions Assistant
DEPARTMENT:	Promotions
STATION & LOCATION:	KPKX 98-7 The Peak Radio – Phoenix
HOURS:	20 Hours per week
FLSA STATUS:	Non-Exempt (Hourly)
POSTED DATE:	09-17-08
CLOSING DATE:	12-16-08 or until filled

POSITION OBJECTIVE: To assist Programming in various functions as needed, this includes, but is not limited to: maintenance of all on-site promotional equipment and supplies, including station vehicles, cold air balloons, tents, generators, broadcast equipment, and all other promotional accessories.

POSITION REQUIREMENTS:

- Age – 18 years of older.
- Strong marketing/promotions background – as either educational focus, or equivalent experience.
- Ability to follow written and verbal instructions under limited supervision.
- Self-starter with the ability to work under pressure providing material on time as the services performed affect company image, clients and the listening audience. Errors may incur financial or time loss.
- Work in compliance with Company policies and procedures.
- Maintain a positive and cooperative rapport with staff, management, and clients.
- Consistently work hours required. Work more when required to meet deadlines including **weekends, holidays, evenings**, overtime, etc. Shift requires applicants that can perform effectively under various working conditions. Flexibility to perform unscheduled assignments.
- Valid driver's license and proven ability to safely drive company vehicle (to include van and/or RV) or personal vehicle (as case maybe) without exposing the company to serious liability risks.
- Maintain appropriate confidentiality.
- Project an appropriate professional appearance and demeanor.

PREFERRED QUALIFICATIONS, BUT NOT REQUIRED:

- Previous experience handling special events, promotions, and campaigns, or comparable experience.
- Prefer someone familiar with the broadcast environment demonstrating successful experiences.

PHYSICAL DEMANDS:

- Receive, process, and maintain information through oral and/or written communication effectively.
- Substantial physical movements (motions) of the wrists, hands, and/or fingers.
- Ability to extend hand(s) and arm(s) in any direction with good eye and hand coordination.
- Lift, move, and carry up to 50 pounds on occasion.

Bonneville Phoenix Radio Group
Attn. Human Resources
5300 N. Central Ave.
Phoenix, AZ 85012

Fax: (602) 200-2841
Web Site: www.ktar.com

Qualified candidates are invited to download the application available on our web site.

Questions can be directed to Human Resources hr@bicphx.com. We do not allow walk-in candidates.

To be considered an application must be submitted by fax, email, or mail for current posted position(s).

Resume is accepted when accompanying our application. Unsolicited resumes will not be accepted. If you are offered employment by Bonneville International Corporation, you will be asked to sign an agreement to arbitrate any disputes that may arise between you and Bonneville regarding your employment with the company prior to commencing employment with the company.

An Equal Opportunity Employer