

**WRLX(FM), WZZR(FM), WLDI(FM), WKGR(FM), WOLL(FM),
WBZT(AM) & WJNO(AM)**

JOB VACANCY DATA FORM

Job Title: 4. Sales Assistant	Date Filled: 11-21-11
Recruitment Source Referring Hiree: Employee Referral	Total Number of Interviewees: See note below

Note: Please see the Vacancy Data Form #3 for the Sales Assistant position filled on 11-7-11 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WRLX(FM), WZZR(FM), WLDI(FM), WKGR(FM), WOLL(FM),
WBZT(AM) & WJNO(AM)**

JOB VACANCY DATA FORM

Job Title: 5. Account Executive	Date Filled: 12-5-11
Recruitment Source Referring Hiree: Walk in/self referral	Total Number of Interviewees: See note below

Note: Please see the Vacancy Data Form #2 for the Account Executive position filled on 10-5-11 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WRLX(FM), WZZR(FM), WLDI(FM), WKGR(FM), WOLL(FM),
WBZT(AM) & WJNO(AM)**

JOB VACANCY DATA FORM

Job Title: 6. Account Executive	Date Filled: 1-30-12
Recruitment Source Referring Hiree: ClearCareers.com	Total Number of Interviewees: See note below

Note: Please see the Vacancy Data Form # 2 for the Account Executive position filled on 10-5-11 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WRLX(FM), WZZR(FM), WLDI(FM), WKGR(FM), WOLL(FM),
WBZT(AM) & WJNO(AM)**

JOB VACANCY DATA FORM

Job Title: 7. Sales Assistant		Date Filled: 2-6-12	
Recruitment Source Referring Hiree: ClearCareers		Total Number of Interviewees: 17	
RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over reporting period
1	Clear Channel Clear Careers Website http://clearcareers.clearchannel.com	No	6
2	Art Institute of Fort Lauderdale – Career Services 1799 SE 17th Street Fort Lauderdale, FL 33316 Contact: Luwin Sanchez Phone: (954) 308-2615 Fax: (954) 525-2602 Email: lsanchez@aia.edu	Yes	
3	Hispanic Human Resources Council 1427 S. Congress Avenue West Palm Beach, FL 33406 Contact: Judy Pierman Phone: (561) 641-7400 Fax: (561) 641-3607	Yes	
4	Palm Beach State College – Career Center (formerly Palm Beach Community College) 3160 PGA Blvd. Palm Beach Gardens, FL 33410 Contact: Linda Phone: (561) 207-5350 Website: palmbeachstate.edu	Yes	
5	Urban League of Palm Beach 1700 N. Australian Avenue West Palm Beach, FL 33407 Contact: Henry Fuse Phone: (561) 833-1461 / (561) 833-6050 Email: henfuse@aol.com	No	

6	Bethune Cookman College – Career Planning 640 Dr. Mary McLeod Bethune Blvd. Daytona Beach, FL 32115 Contact: Davita Bonner Phone: (904) 255-1401 Fax: (904) 258-8278 Email: bonnerd@cookman.edu	No	
7	Connecticut School of Broadcasting 3450 Northlake Blvd., #110 North Palm Beach, FL 33403 Contact: Harley Rhodes Phone: (561) 847-4126 Fax: (561) 847-4130 Email: csbpalmbeach@gocsb.com / csbpalmbeach@800tvradio.com	Yes	
8	Florida A&M University – School of Journalism/ Media 100 St. Union Plaza MLK Blvd. Tallahassee, FL 32307 Contact: Brandi Milton Phone: (904) 599-3000 Fax: (904) 599-3353 Email: brandi.milton@famuedu	No	
9	Florida Association of Broadcasters 800 N. Calhoun Street Tallahassee, FL 32303 Contact: Leslie Varn Phone: (850) 681-6444 Fax: (850) 222-3957 Email: lvarn@fab.org	Yes	
10	Florida Atlantic University – Career Development 777 Glades Road, SU220 Boca Raton, FL 33431 Contact: James Watson, Jr. Phone: (561) 297-3536 Fax: (561) 297-2740 Website: myinterfase.com/fau.employer	Yes	
11	Florida State University – Career Center A4100 University Center Tallahassee, FL 32306-2490 Contact: Sean Collins Phone: (850) 644-6431 / (850) 644-3273 Email: reception@admin.fsu.edu	No	

12	Lynn University – Career Development Center 3601 N. Military Trail Boca Raton, FL 33436 Contact: Christine Childers Phone: (561) 237-7287 Fax: (561) 237-7285 Website: lynn.edu/careers	Yes	
13	University of South Florida – Career Center 4202 E. Fowler Avenue Tampa, FL 33620 Phone: (813) 974-2171 Fax: (813) 974-5332 Website: career.usf.edu	No	
14	Florida Career College 6058 Okeechobee Blvd. West Palm Beach, FL 33417 Contact: Kathy Baretela Phone: (561) 689-0550 / (561) 689-0739 Email: kbaretela@careercollege.edu	No	
15	Employee Referral	No	2
22.	Indeed.com not contacted by SEU	No	9
TOTAL INTERVIEWEES OVER REPORTING PERIOD			17

McMahon, Maureen

From: McMahon, Maureen
Sent: Friday, December 09, 2011 13:11
To: 'lsanchez@aii.edu'; 'henfuse@aol.com'; 'bonnerd@cookman.edu'; 'csbpalmbeach@gocsb.com';
'careercenter@famu.edu'; 'lvarn@fab.org'; 'reception@admin.fsu.edu'; 'kbaretela@careercollege.edu'
Subject: Job Posting
Attachments: sourceletter DIGITAL SALES ASST.doc
Job Posting for Clear Channel West Palm Beach

Maureen McMahon
National Sales Assistant/Total Traffic Network Assistant
West Palm Beach/Treasure Coast
Clear Channel Radio
3071 Continental Drive
West Palm Beach, FL 33407
561.616.6622
561.616.6620 (fax)



Position:	Sales Assistant
Contact Name	Kristina Bell at Kristina.Bell@wilsonhcg.com

The Sales Assistant Position performs a variety of clerical and administrative activities to support the entire Sales Department. The Clear Channel Radio West Palm Beach is a high volume, very active sales department. The Sales Assistant is responsible for ensuring the smooth flow of information and follow up for existing and prospective customers. EEO

Primary Duties include but are not limited to:

- Processing sales data, sales progress reports and other sales related records and reports.
- Execute digital sales insertion orders, track digital assets and inventory.
- Data entry to include entering and confirming orders, PPO and copy issues
- Research and lead generation
- Assist in daily business responsibilities – research, sales orders, client services, campaign execution and support
- Create and update sales presentations sales reporting resources
- Daily airchecks and spot times collected and sent to clients in a timely and efficient manner
- Assist Director of Sales, General Sales Managers, Local Sales Managers and Digital Sales Manager with other duties as assigned.
- Interact closely with Traffic and Continuity Departments to ensure smooth execution of sales orders, missing copy and instructions.
- Daily switchboard coverage
- Demonstrated proficiency composing written communications.
- Other duties as assigned
- Resourceful, highly dependable, detail oriented

Job requirements:

- High School graduate, 2 or 4 year college graduate preferred:
- Create high quality proposals/presentations
- Must be able to work under extreme deadlines and heavy work load
- Excellent communication skills, strong attention to detail and have the ability to multi-task and prioritize work load.
- Strong organizational skills and excellent computer skills to include Outlook, MS Word, Powerpoint, Excel
- Ability to learn new industry related programs such as DART
- Demonstrated proficiency composing written communications.
- Resourceful, highly dependable, detail oriented
- Must be a professional proven team player who is solution oriented.
- Good problem solving skills and creativity
- Team Player

This position is not for the faint of heart. If you have a passion for traffic, like a challenge and are ready for a new adventure, send your resume and salary requirements to: Kristina.Bell@wilsonhcg.com or go to www.clearchannel.com look for Clear Careers and submit resume.

Clear Channel Communication's recruitment policies are designed to place the most highly-qualified persons available in a timely and efficient manner. Clear Channel Communications may pursue all avenues available, including promotion from within, employee referrals, outside advertising, employment agencies, Internet recruiting, job fairs, college recruiting and search firms.

Equal Employment Opportunity. Clear Channel Communications strongly supports equal employment opportunity for all applicants regardless of race, color, sex, religion, marital status, national origin, citizenship status, age, sexual orientation or preference, medical condition (including pregnancy) or protected disability where it is unrelated to the ability to perform a job, or status as a Vietnam-era or special disabled veteran, or any other category prohibited by federal, state, or applicable local law, regulation, or ordinance



Palm Beaches/Treasure Coast

WKGR 98.7 fm
gater.com

WOLL 105.5 fm
1055online.com

WLDI 95.5 fm
wild955.com

WRLX 92.1 fm
921wrlx.com

WJNO 1290 am
wjno.com

WBZT 1230 am
wbzt.com

3071 Continental Drive
West Palm Beach, FL 33407
Phone: 561-616-6600
Fax: 561-616-6620

December 9, 2011

Hispanic Human Resources Council
1427 S Congress Avenue
West Palm Beach, FL 33406
Attn: Judy Pierman

Ladies/Gentlemen:

Clear Channel Broadcasting, Inc., dba WKGR-FM, WOLL-FM, WLDI-FM, WRLX-FM, WZZR-FM, WJNO-AM and WBZT-AM is currently seeking to fill the following opening:

TITLE:

Digital Sales Assistant

DESCRIPTION:

- Looking for someone to assist our high volume, very active sales department
- Duties include: high quality presentations/proposals, research and lead generation, receiving, entering and confirming orders, collections, copy issues, airchecks, spot times and daily coverage on the switchboard
- Computer literate in Word, Powerpoint and Excel

You are encouraged to refer qualified candidates to us for such opening.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, sex, age, disability or any other characteristic protected by law, in all personnel actions. We specifically encourage referral of qualified minority and female applicants.

Persons interested in submitting an application for the position identified above should contact the following person:

Clear Channel Broadcasting, Inc.
3071 Continental Drive
West Palm Beach, FL 33407
Attn: Mike Scott
(561) 616-6600 / (561) 616-6620 fax

Thank you for your assistance. If you know of any other organization, which may be of assistance in our equal employment opportunity effort, we would appreciate you forwarding that information to us.

Sincerely,

Maureen McMahon
EEO Administer



PALM BEACH STATE COLLEGE

CAREER CENTER



Home My Profile Student Search My Jobs Career Events Sign Out

[New Job > Job Profile](#)

Page Functions

Copy Job

View Activity

Calendar

Resource Library

I want to...

• Report a Hire

Viewing Job: 21428/DIGITAL SALES ASSISTANT

Profile View Position Information Contact Information Posting Information

[Edit]

Position Information

Please review the information contained in this job posting. Click on the "Edit" link for each section to make any changes.

Click the "View Activity" link under the Page Function on the left side of the screen to see any activity for this job posting.

Click the "Close Job" link under the Page Function on the left side of the screen to close this job.

*Job ID: 21428

*Job Title: DIGITAL SALES ASSISTANT

Organization Name (Click for profile) : Clear Channel Broadcasting, Inc.

No of Openings: 1

*Work Schedule: Mon-Fri 8:30a-5:30p

*Hours per Week: 40

*Wage/Salary: hourly

Salary Period: Bi-Weekly

*Job Description: Clear Channel Radio West Palm Beach is looking for a Digital Sales Assistant to support our Sales Department. Working directly with our Digital Sales Manager, the duties include: high quality proposals/presentations, research and lead generation, receiving, entering and confirming orders, collections, copy issues, airchecks, spot times and daily coverage on the switchboard. Must be an excellent communicator. Ability to handle multiple tasks at once and prioritize workload. Must be detailed oriented with strong organizational skills. EEO

*Qualifications: Being a teamplayer is important to be successful in this position. Must be computer literate in Word, Powerpoint and Excel and have willingness to learn new industry related programs

*How to Apply: email resume to mikescott@clearchannel.com

On-line Application Address :

[Edit]

Contact Information

*First Name: Maureen

*Last Name: Woods

*Address Line 1: 3071 Continental Drive

Address Line 2:

*City: West Palm Beach

*State: FL

*Zip: 33407

Country:

*Phone: 561-616-6622

Fax: 561-616-6620

*Email : maureenmcmahon@clearchannel.com

Website :

[Edit]

Posting Information

Location of Job: Central PB County

*Job Category: Administrative Support

*Position Type: Full-time

*Post Date: 12/9/2011

Expiration Date: 12/31/2011

Show My Contact Info: Yes

Allow applicants to submit approved resumes : Yes

Control Information

*Status: Pending



Home My Profile Student Search My Jobs Career Events Sign Out

[New Job > Job Profile](#)

Page Functions

Copy Job

View Activity

Calendar

Resource Library

I want to...

• Report a Hire

Viewing Job: 18455/DIGITAL SALES ASSISTANT

Profile View

Position Information

Contact Information

Posting Information

[Edit]

Position Information

To update information in the 3 sections below, click the Edit button in each section. Required fields are indicated by an *. The Posting Information Section below contains important fields. Please read carefully.

*Job ID: 18455

*Job Title: DIGITAL SALES ASSISTANT

Organization Name : Clear Channel Broadcasting, Inc.

No of Openings: 1

Hours per Week: 40

*Is this job paid or unpaid?: Paid

*Wage/Salary : hourly

*Start Date: asap

*End Date: 12/31/2011

Supervisor:

*Job Description: Clear Channel Radio West Palm Beach is looking for a Digital Sales Assistant to support our Sales Department. Working directly with our Digital Sales Manager, the duties include: high quality proposals/presentations, research and lead generation, receiving, entering and confirming orders, collections, copy issues, airchecks, spot times and daily coverage on the switchboard. Must be an excellent communicator. Ability to handle multiple tasks at once and prioritize workload. Must be detailed oriented with strong organizational skills. EEO

Qualifications: Being a teamplayer is important to be successful in this position. Must be computer literate in Word, Powerpoint and Excel and have willingness to learn new industry related programs

*Application Instructions: email resume to mikescott@clearchannel.com

Online Application Address :

[Edit]

Contact Information

First Name: Maureen

Middle Initial:

Last Name: McMahon

*Address Line 1: 3071 Continental Drive

Address Line 2:

*City: West Palm Beach

*State: FL

Zip: 33407

Map to Address Above : [Online Map](#)

Phone: 561-616-6600

*Fax: 561-616-6620

*Email : maureenmcmahon@clearchannel.com

Website :

[Edit]

Posting Information

Job Industry: Communications/Media

Job Location: Palm Beach County

Position Type: Full-time

Applicant Type:

Minimum GPA:

Citizenship:

*Graduation Start :

*Graduation End :

*Class Standing: Alumnus/a

*Degrees: Bachelors Degree

*Majors : College of Business

College of Education

College of Engineering and Computer Sciences

Dorothy F. Schmidt College of Arts and Letters

Harriet L. Wilkes Honors College

Undeclared

Screen Applicant Types: Yes

Employer - Job Profile

Screen Minimum GPA: No
Screen Citizenship: No
*Screen Graduation Range: No
*Screen Class Standing: No
*Screen Degrees: No
*Screen Majors: No
*Post Date: 12/9/2011
*Expiration Date: 12/31/2011
*Show Contact Info: Yes
Allow Online Referrals : Yes

Employer - Job Profile



Home My Profile Student Search My Jobs Career Events Sign Out

[New Job](#) > [Job Profile](#)

Page Functions

[View Activity](#)

[Calendar](#)

[Resource Library](#)

[I want to...](#)

[Report a Hire](#)

Viewing Job: 4778/DIGITAL SALES ASSISTANT

[Profile View](#) [Position Information](#) [Contact Information](#) [Posting Information](#)

[\[Edit\]](#)

Position Information

To update information in the 3 sections below, click the Edit button in each section. Required fields are indicated by an *. The Posting Information Section below contains important fields. Please read carefully.

***Job ID:** 4778

***Job Title:** DIGITAL SALES ASSISTANT

Job Reference Num:

Organization Name : Clear Channel Radio

No of Openings: 1

Work Schedule: Mon-Fri 8:30a-5:30p

Hours per Week: 40

Wage/Salary: hourly

Employment Start Date: asap

Employment End Date: 12/31/2011

Supervisor:

***Job Description:** Clear Channel Radio West Palm Beach is looking for a Digital Sales Assistant to support our Sales Department. Working directly with our Digital Sales Manager, the duties include: high quality proposals/presentations, research and lead generation, receiving, entering and confirming orders, collections, copy issues, airchecks, spot times and daily coverage on the switchboard. Must be an excellent communicator. Ability to handle multiple tasks at once and prioritize workload. Must be detailed oriented with strong organizational skills. EEO

Qualifications: Being a teamplayer is important to be successful in this position. Must be computer literate in Word, Powerpoint and Excel and have willingness to learn new industry related programs

Application Instructions: email resume to mikescott@clearchannel.com

Online Application Address :

[\[Edit\]](#)

Contact Information

First Name: Maureen

Middle Initial:

Last Name: McMahon

Address Line 1: 3071 Continental Drive

Address Line 2:

City: West Palm Beach

State: FL

Zip: 33407

Map to Address Above : [Online Map](#)

Phone: 561-616-6600

Fax: 561-616-6620

Email : maureenmcmahon@clearchannel.com

Website :

[\[Edit\]](#)

Posting Information

Job Location: West Palm Beach

Position Type: Full-time

***Applicant Type:** Full-time

Minimum GPA:

Citizenship:

Graduation Start:

Graduation End:

Classification:

Degrees:

***Majors :** Business and Management
Undeclared

Screen Applicant Types: No

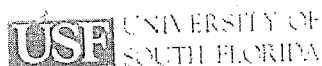
Screen Minimum GPA: No

Screen Citizenship: No

Employer - Job Profile

Screen Graduation Range: No
Screen Classification: No
Screen Degrees: No
Screen Majors: No
*Post Date: 12/9/2011
*Expiration Date: 2/7/2012
Show Contact Info: No
Allow Online Referrals: No

Employer - Job Profile



[* Search USF](#)
[* USF Site Map](#)
[* USF Home](#)

[Prospective Students](#) | [Our Students](#) | [Visitors](#) | [Faculty & Staff](#) | [Alumni & Parents](#) | [Business & Community](#) | [Campuses](#)

[Home](#) > [Career Center](#)

[Home](#) [My Profile](#) [Student Search](#) [Resume Books](#) [My Jobs](#) [Schedules](#) [Career Events](#) [Sign Out](#)

[New Job](#) > [Job Profile](#)

Page Functions

[View Activity](#)

Calendar

[I want to...](#)

[Report a Hire](#)

Viewing Job: 33949/DIGITAL SALES ASSISTANT

[Profile View](#) [Position Information](#) [Contact Information](#) [Posting Information](#)

[\[Edit\]](#)

Position Information

Steps To Completing a Job Posting:

1. **Enter Position Information** -- Job Title, No. of Openings, & Job Description.
2. **Enter/Verify Contact Information** -- The user/employer entering the data will automatically be the Contact for the job posting. If this is not the case, enter the correct information in the Contact Information Section.
3. **Enter Posting Information** -- Here is where you set the criteria for the student applicants you are searching for and also for defining how long your job posting will be active on the online job listings.
4. **To archive/inactivate a job listing** - scroll down to 'Posting Information.' Click on 'Edit.' Scroll down to 'Post End Date.' Type in current date. Click 'Save.'

If you have just entered a new job posting, complete Steps 2 and 3 above by clicking [\[Edit\]](#) and completing the **Contact Information** and **Posting Information** sections below. Please read carefully, required fields are marked by an *.

[\[Required Fields Help\]](#)

*Job ID: 33949

*Job Title: DIGITAL SALES ASSISTANT

Job Reference Num:

Organization Name: Clear Channel Radio

*No of Openings: 1

Work Schedule: Mon-Fri 8:30a-5:30p

Hours per Week: 40

*Wage/Salary: hourly

Job Start Date: asap

Job End Date: 12/31/2011

Supervisor:

*Job Description: Clear Channel Radio West Palm Beach is looking for a Digital Sales Assistant to support our Sales Department. Working directly with our Digital Sales Manager, the duties include: high quality proposals/presentations, research and lead generation, receiving, entering and confirming orders, collections, copy issues, airchecks, spot times and daily coverage on the switchboard. Must be an excellent communicator. Ability to handle multiple tasks at once and prioritize workload. Must be detailed oriented with strong organizational skills. EEO

Qualifications: Being a teamplayer is important to be successful in this position. Must be computer literate in Word, Powerpoint and Excel and have willingness to learn new industry related programs

Application Instructions: email resume to mikescott@clearchannel.com

[\[Edit\]](#)

Contact Information

First Name: Maureen

Middle Initial:

Last Name: McMahon

Address Line 1: 3071 Continental Drive

Address Line 2:

City: West Palm Beach

State: FL

Zip: 33407

Map to Address Above : [Online Map](#)

Phone: 561-616-6600

Fax: 561-616-6620

Email: maureenmcmahon@clearchannel.com

Website :

[\[Edit\]](#)

Posting Information

Job Location: West Palm Beach

Job Category: Administration

Position Type: Full-time, Degreed
Full-time, Non-degreed

Applicant Type: Full-time

Minimum GPA:

Citizenship:

Employer - Job Profile

Graduation Start:

Graduation End:

Classification:

Degrees:

Majors :

Screen Applicant Types: Yes

Screen Minimum GPA: No

Screen Citizenship: No

Screen Graduation Range: No

Screen Classification: No

Screen Degrees: No

Screen Majors: No

***Post Start Date:** 12/9/2011

***Post End Date:** 12/31/2011

***Show Contact Info:** Yes

***Allow Online Referrals:** Yes

**WRLX(FM), WZZR(FM), WLDI(FM), WKGR(FM), WOLL(FM),
WBZT(AM) & WJNO(AM)**

JOB VACANCY DATA FORM

Job Title: 8. Account Executive		Date Filled: 2-6-12	
Recruitment Source Referring Hiree: Employee Referral		Total Number of Interviewees: 8	
RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over reporting period
1	Clear Channel Clear Careers Website http://clearcareers.clearchannel.com	No	1
2	Art Institute of Fort Lauderdale – Career Services 1799 SE 17th Street Fort Lauderdale, FL 33316 Contact: Luwin Sanchez Phone: (954) 308-2615 Fax: (954) 525-2602 Email: lsanchez@aii.edu	Yes	
3	Hispanic Human Resources Council 1427 S. Congress Avenue West Palm Beach, FL 33406 Contact: Judy Pierman Phone: (561) 641-7400 Fax: (561) 641-3607	Yes	
4	Palm Beach State College – Career Center (formerly Palm Beach Community College) 3160 PGA Blvd. Palm Beach Gardens, FL 33410 Contact: Linda Phone: (561) 207-5350 Website: palmbeachstate.edu	Yes	

5	Urban League of Palm Beach 1700 N. Australian Avenue West Palm Beach, FL 33407 Contact: Henry Fuse Phone: (561) 833-1461 / (561) 833-6050 Email: henfuse@aol.com	No	
6	Bethune Cookman College – Career Planning 640 Dr. Mary McLeod Bethune Blvd. Daytona Beach, FL 32115 Contact: Davita Bonner Phone: (904) 255-1401 Fax: (904) 258-8278 Email: bonnerd@cookman.edu	No	
7	Connecticut School of Broadcasting 3450 Northlake Blvd., #110 North Palm Beach, FL 33403 Contact: Harley Rhodes Phone: (561) 847-4126 Fax: (561) 847-4130 Email: csbpalmbeach@gocsb.com / csbpalmbeach@800tvradio.com	Yes	
8	Florida A&M University – School of Journalism/ Media 100 St. Union Plaza MLK Blvd. Tallahassee, FL 32307 Contact: Brandi Milton Phone: (904) 599-3000 Fax: (904) 599-3353 Email: brandi.milton@famu.edu	No	
9	Florida Association of Broadcasters 800 N. Calhoun Street Tallahassee, FL 32303 Contact: Leslie Varn Phone: (850) 681-6444 Fax: (850) 222-3957 Email: lvarn@fab.org	Yes	
10	Florida Atlantic University – Career Development 777 Glades Road, SU220 Boca Raton, FL 33431 Contact: James Watson, Jr. Phone: (561) 297-3536 Fax: (561) 297-2740 Website: myinterfase.com/fau.employer	Yes	

11	Florida State University – Career Center A4100 University Center Tallahassee, FL 32306-2490 Contact: Sean Collins Phone: (850) 644-6431 / (850) 644-3273 Email: reception@admin.fsu.edu	No	
12	Lynn University – Career Development Center 3601 N. Military Trail Boca Raton, FL 33436 Contact: Christine Childers Phone: (561) 237-7287 Fax: (561) 237-7285 Website: lynn.edu/careers	Yes	
13	University of South Florida – Career Center 4202 E. Fowler Avenue Tampa, FL 33620 Phone: (813) 974-2171 Fax: (813) 974-5332 Website: career.usf.edu	No	
14	Florida Career College 6058 Okeechobee Blvd. West Palm Beach, FL 33417 Contact: Kathy Baretela Phone: (561) 689-0550 / (561) 689-0739 Email: kbaretela@careercollege.edu	No	
15	Employee Referral	No	5
18	On-Air Announcements (<i>one or more SEU stations</i>)	No	1
23	CareerBuilder.com not contacted by SEU	No	1
TOTAL INTERVIEWEES OVER REPORTING PERIOD			8

Job Posting Editor

You are about to update the following job posting. Click the 'Finish' button to finish or 'Back' to make any necessary changes.

Job Title: ACCOUNT EXECUTIVE - RADIO WEST PALM BEACH

Division: Radio

Job Category: Sales

Internal Post Date: 01/27/2012

External Post Date: 01/27/2012

Expiration Date: 03/31/2012

Alternate Contact:

Country: United States

State: Florida

City: West Palm Beach

Is Blind: No

Num. Positions: 1

Job Description: Clear Channel Radio West Palm Beach is looking for Account Executives. If you are a disciplined self starter with a strong professional image and a "need to succeed" consider building a career in advertising sales. Duties include: collections, management of accounts to produce positive results for advertisers and enhancing the radio stations revenue and profitability. EEO

Job Requirements: Computer literacy and outstanding marketing/presentation skills are required.

Edu. Requirements: HS/GED, College Degree strongly preferred

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

Job Status: Full-Time

Career Level: mid level

Salary:

Screening Questions:

Recruiters:

Back Finish

McMahon, Maureen

From: McMahon, Maureen
Sent: Friday, January 27, 2012 13:25
To: 'lsanchez@aii.edu'; 'henfuse@aol.com'; 'bonnerd@cookman.edu'; 'csbpalmbeach@gocsb.com';
'careercenter@famu.edu'; 'lvarn@fab.org'; 'reception@admin.fsu.edu'; 'kbaretela@careercollege.edu'
Subject: Job Posting
Attachments: sourceletterAE.doc
For Clear Channel West Palm Beach

Maureen McMahon
National Sales Assistant/Total Traffic Network Assistant
West Palm Beach/Treasure Coast
Clear Channel Media + Entertainment
3071 Continental Drive
West Palm Beach, FL 33407
561.616.6622
561.616.6620 (fax)



Palm Beaches/Treasure Coast

WKGR 98.7 fm
gater.com

WOLL 105.5 fm
1055online.com

WLDI 95.5 fm
wild955.com

WRLX 92.1 fm
921wrlx.com

WZZR 94.3 fm
wzzr.com

WJNO 1290 am
wjno.com

WBZT 1230 am
wbzt.com

3071 Continental Drive
West Palm Beach, FL 33407
Phone: 561-616-6600
Fax: 561-616-6620

January 27, 2012

Ladies/Gentlemen:

Clear Channel Broadcasting, Inc., dba WKGR-FM, WOLL-FM, WLDI-FM, WRLX-FM, WZZR-FM, WJNO-AM and WBZT-AM is currently seeking to fill the following opening:

TITLE:

Account Executive

DESCRIPTION:

- Sales Experience
- Marketing/Presentation Skills

You are encouraged to refer qualified candidates to us for such opening.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, sex, age, disability or any other characteristic protected by law, in all personnel actions. We specifically encourage referral of qualified minority and female applicants.

Persons interested in submitting an application for the position identified above should contact the following person:

Clear Channel Broadcasting, Inc.
3071 Continental Drive
West Palm Beach, FL 33407
Attn: Mike Scott
(561) 616-6600 / (561) 616-6620 fax

Thank you for your assistance. If you know of any other organization, which may be of assistance in our equal employment opportunity effort, we would appreciate you forwarding that information to us.

Sincerely,

Maureen McMahon
EEO Administer



Palm Beaches/Treasure Coast

WKGR 98.7 fm
gater.com

WOLL 105.5 fm
1055online.com

WLDI 95.5 fm
wild955.com

WRLX 92.1 fm
921wrlx.com

WZZR 94.3 fm
wzzr.com

WJNO 1290 am
wjno.com

WBZT 1230 am
wbzt.com

January 27, 2012

Hispanic Human Resources Council
1427 S. Congress Avenue
West Palm Beach, FL 33406

Ladies/Gentlemen:

Clear Channel Broadcasting, Inc., dba WKGR-FM, WOLL-FM, WLDI-FM, WRLX-FM, WZZR-FM, WJNO-AM and WBZT-AM is currently seeking to fill the following opening:

TITLE:

Account Executive

DESCRIPTION:

- Sales Experience
- Marketing/Presentation Skills

You are encouraged to refer qualified candidates to us for such opening.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, sex, age, disability or any other characteristic protected by law, in all personnel actions. We specifically encourage referral of qualified minority and female applicants.

Persons interested in submitting an application for the position identified above should contact the following person:

Clear Channel Broadcasting, Inc.
3071 Continental Drive
West Palm Beach, FL 33407
Attn: Mike Scott
(561) 616-6600 / (561) 616-6620 fax

Thank you for your assistance. If you know of any other organization, which may be of assistance in our equal employment opportunity effort, we would appreciate you forwarding that information to us.

Sincerely,

Maureen McMahon
EEO Administer

3071 Continental Drive
West Palm Beach, FL 33407
Phone: 561-616-6600
Fax: 561-616-6620



PALM BEACH STATE COLLEGE

CAREER CENTER



[Home](#)
[My Profile](#)
[Student Search](#)
[My Jobs](#)
[Career Events](#)
[Sign Out](#)

[New Job > Job Profile](#)

Page Functions

[Copy Job](#)

[View Activity](#)

[Calendar](#)

[Resource Library](#)

[I want to...](#)

[Report a Hire](#)

Viewing Job: 21592/Account Executive

[Profile View](#)
[Position Information](#)
[Contact Information](#)
[Posting Information](#)

[Edit]

Position Information

Please review the information contained in this job posting. Click on the "Edit" link for each section to make any changes.

Click the "View Activity" link under the Page Function on the left side of the screen to see any activity for this job posting.

Click the "Close Job" link under the Page Function on the left side of the screen to close this job.

*Job ID: 21592

*Job Title: Account Executive

Organization Name (Click for profile) : Clear Channel Broadcasting, Inc.

No of Openings: 4

*Work Schedule: Mon-Fri

*Hours per Week: 40

*Wage/Salary: draw/commission

Salary Period: Bi-Weekly

*Job Description: Clear Channel West Palm Beach is looking for Account Executives. If you are a disciplined self starter with a strong professional image and a "need to succeed" consider building a career in advertising sales. Duties include: collections, management of accounts to produce positive results for advertisers and enhancing the radio stations revenue and profitability. EEO

*Qualifications: Computer literacy and outstanding marketing/presentation skills required

*How to Apply: email mikescott@clearchannel.com

On-line Application Address :

[Edit]

Contact Information

*First Name: Maureen

*Last Name: Woods

*Address Line 1: 3071 Continental Drive

Address Line 2:

*City: West Palm Beach

*State: FL

*Zip: 33407

Country:

*Phone: 561-616-6622

Fax: 561-616-6620

*Email : maureenmcmahon@clearchannel.com

Website :

[Edit]

Posting Information

Location of Job: Central PB County

*Job Category: Marketing & Sales

*Position Type: Full-time

*Post Date: 1/27/2012

Expiration Date: 3/31/2012

Show My Contact Info: Yes

Allow applicants to submit approved resumes : Yes

Control Information

*Status: Pending



Home My Profile Student Search My Jobs Career Events Sign Out

[New Job > Job Profile](#)



Page Functions

Copy Job

View Activity

Calendar

Resource Library

I want to...

- Report a Hire

Viewing Job: 18836/Account Executive

Profile View

Position Information

Contact Information

Posting Information

[Edit]

Position Information

To update information in the 3 sections below, click the Edit button in each section. Required fields are indicated by an *. The Posting Information Section below contains important fields. Please read carefully.

*Job ID: 18836

*Job Title: Account Executive

Organization Name : Clear Channel Broadcasting, Inc.

No of Openings: 4

Hours per Week: 40

*Is this job paid or unpaid?: Paid

*Wage/Salary : biweekly

*Start Date: asap

*End Date: 3/31/2012

Supervisor:

*Job Description: Clear Channel West Palm Beach is looking for Account Executives. If you are a disciplined self starter with a strong professional image and a "need to succeed" consider building a career in advertising sales. Duties include: collections, management of accounts to produce positive results for advertisers and enhancing the radio stations revenue and profitability. EEO

Qualifications: Computer literacy and outstanding marketing/presentation skills required

*Application Instructions: email mikescott@clearchannel.com

Online Application Address :

[Edit]

Contact Information

First Name: Maureen

Middle Initial:

Last Name: McMahon

*Address Line 1: 3071 Continental Drive

Address Line 2:

*City: West Palm Beach

*State: FL

Zip: 33407

Map to Address Above : [Online Map](#)

Phone: 561-616-6600

*Fax: 561-616-6620

*Email : maureenmcmahon@clearchannel.com

Website :

[Edit]

Posting Information

Job Industry: Communications/Media

Job Location: Palm Beach County

Position Type: Full-time

Applicant Type:

Minimum GPA:

Citizenship:

*Graduation Start :

*Graduation End :

*Class Standing: Alumnus/a

*Degrees: Bachelors Degree

*Majors : College of Business

College of Education

College of Engineering and Computer Sciences

Dorothy F. Schmidt College of Arts and Letters

Harriet L. Wilkes Honors College


Undeclared

Screen Applicant Types: Yes

Screen Minimum GPA: No

Screen Citizenship: No

Employer - Job Profile

*Screen Graduation Range: No
*Screen Class Standing: No
*Screen Degrees: No
*Screen Majors: No
*Post Date: 1/27/2012
*Expiration Date: 3/31/2012
*Show Contact Info: Yes
Allow Online Referrals  : Yes

Employer - Job Profile



Home My Profile Student Search My Jobs Career Events Sign Out

New Job > [Job Profile](#)

Page Functions

View Activity

Calendar

Resource Library

I want to...

• Report a Hire

Viewing Job: 4901/Account Executive

Profile View

Position Information

Contact Information

Posting Information

[Edit]

Position Information

To update information in the 3 sections below, click the Edit button in each section. Required fields are indicated by an *. The Posting Information Section below contains important fields. Please read carefully.

*Job ID: 4901

*Job Title: Account Executive

Job Reference Num:

Organization Name : Clear Channel Radio

No of Openings: 4

Work Schedule: Mon-Fri

Hours per Week: 40

Wage/Salary: draw/commission

Employment Start Date: asap

Employment End Date: 3/31/12

Supervisor:

*Job Description: Clear Channel West Palm Beach is looking for Account Executives. If you are a disciplined self starter with a strong professional image and a "need to succeed" consider building a career in advertising sales. Duties include: collections, management of accounts to produce positive results for advertisers and enhancing the radio stations revenue and profitability. EEO

Qualifications: Computer literacy and outstanding marketing/presentation skills required

Application Instructions: email mikescott@clearchannel.com

Online Application Address :

[Edit]

Contact Information

First Name: Maureen

Middle Initial:

Last Name: McMahon

Address Line 1: 3071 Continental Drive

Address Line 2:

City: West Palm Beach

State: FL

Zip: 33407

Map to Address Above : [Online Map](#)

Phone: 561-616-6600

Fax: 561-616-6620

Email : maureenmcmahon@clearchannel.com

Website :

[Edit]

Posting Information

Job Location: West Palm Beach

Position Type: Full-time

*Applicant Type: Full-time

Minimum GPA:

Graduation Start:

Graduation End:

Classification:

Degrees:

*Majors : Education and Human Services
Hospitality Management
International Communication
International Communications
Undeclared

Screen Applicant Types: No

Screen Minimum GPA: No

Screen Graduation Range: No

Screen Classification: No

Employer - Job Profile

Screen Degrees: No
Screen Majors: No
*Post Date: 1/27/2012
*Expiration Date: 3/27/2012
Show Contact Info: No
Allow Online Referrals: No

**WRLX(FM), WZZR(FM), WLDI(FM), WKGR(FM), WOLL(FM),
WBZT(AM) & WJNO(AM)**

JOB VACANCY DATA FORM

Job Title: 9. Account Executive	Date Filled: 2-27-12
Recruitment Source Referring Hiree: ClearCareers.com	Total Number of Interviewees: See note below

Note: Please see the Vacancy Data Form # 8 for the Account Executive position filled on 2-6-12 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WRLX(FM), WZZR(FM), WLDI(FM), WKGR(FM), WOLL(FM),
WBZT(AM) & WJNO(AM)**

JOB VACANCY DATA FORM

Job Title: 10. Account Executive	Date Filled:3-5-12
Recruitment Source Referring Hiree: Employee Referral	Total Number of Interviewees: See note below

Note: Please see the Vacancy Data Form # 8 for the Account Executive position filled on 2-6-12 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WRLX(FM), WZZR(FM), WLDI(FM), WKGR(FM), WOLL(FM),
WBZT(AM) & WJNO(AM)**

JOB VACANCY DATA FORM

Job Title: 11. Account Executive	Date Filled:3-5-12
Recruitment Source Referring Hiree: CareerBuilder.com	Total Number of Interviewees: See note below

Note: Please see the Vacancy Data Form # 8 for the Account Executive position filled on 2-6-12 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WRLX(FM), WZZR(FM), WLDI(FM), WKGR(FM), WOLL(FM),
WBZT(AM) & WJNO(AM)**

JOB VACANCY DATA FORM

Job Title: 12. Account Executive	Date Filled: 4-16-12
Recruitment Source Referring Hiree: Employee Referral	Total Number of Interviewees: See note below

Note: Please see the Vacancy Data Form # 8 for the Account Executive position filled on 2-6-12 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WRLX(FM), WZZR(FM), WLDI(FM), WKGR(FM), WOLL(FM),
WBZT(AM) & WJNO(AM)**

JOB VACANCY DATA FORM

Job Title: 13. Account Executive	Date Filled: 4-16-12
Recruitment Source Referring Hiree: Employee Referral	Total Number of Interviewees: See note below

Note: Please see the Vacancy Data Form # 8 for the Account Executive position filled on 2-6-12 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WRLX(FM), WZZR(FM), WLDI(FM), WKGR(FM), WOLL(FM),
WBZT(AM) & WJNO(AM)**

JOB VACANCY DATA FORM

Job Title: 14. Sales Assistant	Date Filled: 4-30-12
Recruitment Source Referring Hiree: ClearCareers.com	Total Number of Interviewees: See note below

Note: Please see the Vacancy Data Form # 7 for the Sales Assistant position filled on 2-6-12 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WRLX(FM), WZZR(FM), WLDI(FM), WKGR(FM), WOLL(FM),
WBZT(AM) & WJNO(AM)**

JOB VACANCY DATA FORM

Job Title: 15. Account Executive	Date Filled: 6-27-12
Recruitment Source Referring Hiree: On Air Announcement	Total Number of Interviewees: See note below

Note: Please see the Vacancy Data Form # 8 for the Account Executive position filled on 2-6-12 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WRLX(FM), WZZR(FM), WLDI(FM), WKGR(FM), WOLL(FM),
WBZT(AM) & WJNO(AM)**

JOB VACANCY DATA FORM

Job Title: 16. Account Executive	Date Filled: 6-18-12
Recruitment Source Referring Hiree: Employee Referral	Total Number of Interviewees: See note below

Note: Please see the Vacancy Data Form # 8 for the Account Executive position filled on 2-6-12 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**WRLX(FM), WZZR(FM), WLDI(FM), WKGR(FM), WOLL(FM),
WBZT(AM) & WJNO(AM)**

JOB VACANCY DATA FORM

Job Title: 17. Sales Assistant	Date Filled: 8-13-12
Recruitment Source Referring Hiree: Careerbuilder.com	Total Number of Interviewees: 5

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over reporting period
1	Clear Channel Clear Careers Website http://clearcareers.clearchannel.com	No	1
2	Art Institute of Fort Lauderdale – Career Services 1799 SE 17th Street Fort Lauderdale, FL 33316 Contact: Luwin Sanchez Phone: (954) 308-2615 Fax: (954) 525-2602 Email: lsanchez@aia.edu	Yes	
3	Hispanic Human Resources Council 1427 S. Congress Avenue West Palm Beach, FL 33406 Contact: Judy Pierman Phone: (561) 641-7400 Fax: (561) 641-3607	Yes	
4	Palm Beach State College – Career Center (formerly Palm Beach Community College) 3160 PGA Blvd. Palm Beach Gardens, FL 33410 Contact: Linda Phone: (561) 207-5350 Website: palmbeachstate.edu	Yes	
5	Urban League of Palm Beach 1700 N. Australian Avenue West Palm Beach, FL 33407 Contact: Henry Fuse Phone: (561) 833-1461 / (561) 833-6050 Email: henfuse@aol.com	No	

6	Bethune Cookman College – Career Planning 640 Dr. Mary McLeod Bethune Blvd. Daytona Beach, FL 32115 Contact: Davita Bonner Phone: (904) 255-1401 Fax: (904) 258-8278 Email: bonnerd@cookman.edu	No	
7	Connecticut School of Broadcasting 3450 Northlake Blvd., #110 North Palm Beach, FL 33403 Contact: Harley Rhodes Phone: (561) 847-4126 Fax: (561) 847-4130 Email: csbpalmbeach@gocsb.com / csbpalmbeach@800tvradio.com	Yes	
8	Florida A&M University – School of Journalism/ Media 100 St. Union Plaza MLK Blvd. Tallahassee, FL 32307 Contact: Brandi Milton, Melony Washington Phone: (904) 599-3000 Fax: (904) 599-3353 Email: brandi.milton@famu.edu , melony.washington@famu.edu	No	
9	Florida Association of Broadcasters 800 N. Calhoun Street Tallahassee, FL 32303 Contact: Leslie Varn Phone: (850) 681-6444 Fax: (850) 222-3957 Email: lvarn@fab.org	Yes	
10	Florida Atlantic University – Career Development 777 Glades Road, SU220 Boca Raton, FL 33431 Contact: James Watson, Jr. Phone: (561) 297-3536 Fax: (561) 297-2740 Website: myinterfase.com/fau.employer	Yes	
11	Florida State University – Career Center A4100 University Center Tallahassee, FL 32306-2490 Contact: Sean Collins, Julia Kronholz Phone: (850) 644-6431 / (850) 644-3273 Email: reception@admin.fsu.edu	No	

12	Lynn University – Career Development Center 3601 N. Military Trail Boca Raton, FL 33436 Contact: Christine Childers Phone: (561) 237-7287 Fax: (561) 237-7285 Website: lynn.edu/careers	Yes	
13	University of South Florida – Career Center 4202 E. Fowler Avenue Tampa, FL 33620 Phone: (813) 974-2171 Fax: (813) 974-5332 Website: career.usf.edu	No	
14	Florida Career College 6058 Okeechobee Blvd. West Palm Beach, FL 33417 Contact: Kathy Baretela Phone: (561) 689-0550 / (561) 689-0739 Email: kbaretela@careercollege.edu	No	
22	Indeed.com Not contacted by SEU	No	1
24	CareerBuilder.com	No	3
25	GetHired.com	No	
26.	LinkedIn.com	No	
TOTAL INTERVIEWEES OVER REPORTING PERIOD			5

Latona, Lisa

From: Latona, Lisa
Sent: Friday, July 06, 2012 17:17
To: 'A Chase'; 'Davita Bonner'; 'Edie Marcell'; 'Harley Rhodes'; 'Joan Sweet'; 'Lindsey Varn'; 'Patricia Dunn-White'; 'Valdo Ramidial'; 'Harley Rhodes'; 'Henry Fuse'; 'Julia Kronholz'; 'Kathy Baretela'; 'Luwin Sanchez'; 'Melony Washington'
Subject: Job Opening - Sales Assistant
Attachments: Sales Assistant 6-July 2012.doc

Hello –

Attached is the current posting for the Sales Assistant position at Clear Channel West Palm Beach. Please send resumes to Kristina.Bell@wilsonhcg.com.

Thank you!

Lisa Latona | Key Account Coordinator | Clear Channel Media + Entertainment
☎ 561.616.6671
✉ 3071 Continental Drive | West Palm Beach, FL | 33407

Clear Channel Media and Entertainment, with its 237 million monthly U.S. listeners, is the leading media company in America with a greater reach than any radio, digital or television outlet.





Position:	Sales Assistant
Contact Name	Kristina Bell at Kristina.Bell@wilsonhcg.com

The Sales Assistant Position performs a variety of clerical and administrative activities to support the entire Sales Department. The Clear Channel Radio West Palm Beach is a high volume, very active sales department. The Sales Assistant is responsible for ensuring the smooth flow of information and follow up for existing and prospective customers. EEO

Primary Duties include but are not limited to:

- Processing sales data, sales progress reports and other sales related records and reports.
- Execute digital sales insertion orders, track digital assets and inventory.
- Data entry to include entering and confirming orders, PPO and copy issues
- Research and lead generation
- Assist in daily business responsibilities – research, sales orders, client services, campaign execution and support
- Create and update sales presentations sales reporting resources
- Daily airchecks and spot times collected and sent to clients in a timely and efficient manner
- Assist Director of Sales, General Sales Managers, Local Sales Managers and Digital Sales Manager with other duties as assigned.
- Interact closely with Traffic and Continuity Departments to ensure smooth execution of sales orders, missing copy and instructions.
- Daily switchboard coverage
- Demonstrated proficiency composing written communications.
- Other duties as assigned
- Resourceful, highly dependable, detail oriented

Job requirements:

- High School graduate, 2 or 4 year college graduate preferred.
- Create high quality proposals/presentations
- Must be able to work under extreme deadlines and heavy work load
- Excellent communication skills, strong attention to detail and have the ability to multi-task and prioritize work load.
- Strong organizational skills and excellent computer skills to include Outlook, MS Word, Powerpoint, Excel
- Ability to learn new industry related programs such as DART
- Demonstrated proficiency composing written communications.
- Resourceful, highly dependable, detail oriented
- Must be a professional proven team player who is solution oriented.
- Good problem solving skills and creativity
- Team Player

This position is not for the faint of heart. If you have a passion for traffic, like a challenge and are ready for a new adventure, send your resume and salary requirements to: Kristina.Bell@wilsonhcg.com or go to www.clearchannel.com look for Clear Careers and submit resume.

Clear Channel Communication's recruitment policies are designed to place the most highly-qualified persons available in a timely and efficient manner. Clear Channel Communications may pursue all avenues available, including promotion from within, employee referrals, outside advertising, employment agencies, Internet recruiting, job fairs, college recruiting and search firms.

Equal Employment Opportunity. Clear Channel Communications strongly supports equal employment opportunity for all applicants regardless of race, color, sex, religion, marital status, national origin, citizenship status, age, sexual orientation or preference, medical condition (including pregnancy) or protected disability where it is unrelated to the ability to perform a job, or status as a Vietnam-era or special disabled veteran, or any other category prohibited by federal, state, or applicable local law, regulation, or ordinance

HISPANIC ADVISORY COUNCIL



Palm Beaches/Treasure Coast

WKGR 98.7fm
www.gaterocks.com

WOLL 105.5fm
www.1055online.com

WLDI 95.5fm
www.wild955.com

WRLX 92.1fm
www.mia921.com

WJNO 1290am
www.wjno.com

WBZT 1230am
www.wbzt.com

July 9, 2012

Ladies/Gentlemen:

Clear Channel Media & Entertainment is currently seeking to fill the following opening:

TITLE:

Sales Assistant

DESCRIPTION:

Clear Channel WPB/Treasure Coast is seeking a full-time, Sales Assistant. You are encouraged to refer qualified candidates to us for such opening. The Sales Assistant Position performs a variety of clerical and administrative activities to support the entire Sales Department. The Clear Channel Radio West Palm Beach is a high volume, very active sales department. The Sales Assistant is responsible for ensuring the smooth flow of information and follow up for existing and prospective customers

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, sex, age, disability or any other characteristic protected by law, in all personnel actions. We specifically encourage referral of qualified minority and female applicants.

Persons interested in submitting an application for the position identified above should email: Kristina.Bell@wilsonhcg.com

Thank you for your assistance. If you know of any other organization, which may be of assistance in our equal employment effort, we would appreciate you forwarding that information to us.

Sincerely,

Lisa Latona
EEO Administer

3071 Continental Drive
West Palm Beach, FL 33407
Phone: 561-616-6600
Fax: 561-616-6677



PALM BEACH STATE COLLEGE

CAREER CENTER



[Home](#) |
 [My Profile](#) |
 [Student Search](#) |
 [My Jobs](#) |
 [Career Events](#) |
 [Sign Out](#)

[New Job > Job Profile](#)

Page Functions

[Copy Job](#)
[View Activity](#)

Calendar

Resource Library

I want to...

[Report a Hire](#)

Viewing Job: 22251/Sales Assistant

[Profile View](#) |
 [Position Information](#) |
 [Contact Information](#) |
 [Posting Information](#)

Position Information

[Edit]

Please review the information contained in this job posting. Click on the "Edit" link for each section to make any changes.

Click the "View Activity" link under the Page Function on the left side of the screen to see any activity for this job posting.

Click the "Close Job" link under the Page Function on the left side of the screen to close this job.

*Job ID: 22251

*Job Title: Sales Assistant

Organization Name (Click for profile): Clear Channel Media + Entertainment

No of Openings:

*Work Schedule: Full-time

*Hours per Week: 40

*Wage/Salary: TO BE DISCUSSED

Salary Period:

*Job Description: The Sales Assistant Position performs a variety of clerical and administrative activities to support the entire Sales Department. The Clear Channel Radio West Palm Beach is a high volume, very active sales department. The Sales Assistant is responsible for ensuring the smooth flow of information and follow up for existing and prospective customers. EEO

Primary Duties include but are not limited to:

- Processing sales data, sales progress reports and other sales related records and reports.
- Execute digital sales insertion orders, track digital assets and inventory
- Data entry to include entering and confirming orders, PPO and copy issues
- Research and lead generation
- Assist in daily business responsibilities – research, sales orders, client services, campaign execution and support
- Create and update sales presentations sales reporting resources
- Daily airchecks and spot times collected and sent to clients in a timely and efficient manner
- Assist Director of Sales, General Sales Managers, Local Sales Managers and Digital Sales Manager with other duties as assigned.
- Interact closely with Traffic and Continuity Departments to ensure smooth execution of sales orders, missing copy and instructions.
- Daily switchboard coverage
- Demonstrated proficiency composing written communications.
- Other duties as assigned
- Resourceful, highly dependable, detail oriented

*Qualifications: Job requirements:

- High School graduate, 2 or 4 year college graduate preferred.
- Create high quality proposals/presentations
- Must be able to work under extreme deadlines and heavy work load
- Excellent communication skills, strong attention to detail and have the ability to multi-task and prioritize work load.
- Strong organizational skills and excellent computer skills to include Outlook, MS Word, Powerpoint, Excel
- Ability to learn new industry related programs such as DART
- Demonstrated proficiency composing written communications.
- Resourceful, highly dependable, detail oriented
- Must be a professional proven team player who is solution oriented.
- Good problem solving skills and creativity
- Team Player

*How to Apply: Please send resumes to Kristina.Bell@wilsonhcg.com

On-line Application Address :

Contact Information

[Edit]

*First Name: Lisa

*Last Name: Latona

*Address Line 1: 3071 Continental Drive

Address Line 2:

*City: West Palm Beach

*State: FL

*Zip: 33407

Country:

*Phone: 561-616-6671

Fax:

*Email : LisaLatona@clearchannel.com

Website :

Posting Information

[Edit]

*Job Location City: West Palm Beach
Location of Job:
*Job Category: Business Administration Communications
*Position Type: Full-time
*Post Date: 7/6/2012
Expiration Date: 10/31/2012
Show My Contact Info: No
Allow applicants to submit approved resumes <input checked="" type="radio"/> : Yes
Control Information
*Status: Pending



Career Development Center • Division of Student Affairs • Florida Atlantic University

Home | My Profile | Student Search | My Jobs | Career Events | Sign Out

[Jobs > Job Profile](#)

Page Functions

Copy Job
View Activity

Calendar

Resource Library

I want to...

Report a Hire

Viewing Job: 20354/Sales Assistant

Profile View | Position Information | Contact Information | Posting Information

Position Information

[Edit]

To update information in the 3 sections below, click the Edit button in each section. Required fields are indicated by an *. The Posting Information Section below contains important fields. Please read carefully.

***Job ID:** 20354
***Job Title:** Sales Assistant
Organization Name: Clear Channel Media + Entertainment
No of Openings:
Hours per Week:
***Is this job paid or unpaid?:** Paid
***Wage/Salary:** TO BE DISCUSSED
***Start Date:** TO BE DISCUSSED
***End Date:** TO BE DISCUSSED
Supervisor:

***Job Description:** The Sales Assistant Position performs a variety of clerical and administrative activities to support the entire Sales Department. The Clear Channel Radio West Palm Beach is a high volume, very active sales department. The Sales Assistant is responsible for ensuring the smooth flow of information and follow up for existing and prospective customers. EEO

Primary Duties include but are not limited to:

- Processing sales data, sales progress reports and other sales related records and reports.
- Execute digital sales insertion orders, track digital assets and inventory
- Data entry to include entering and confirming orders, PPO and copy issues
- Research and lead generation
- Assist in daily business responsibilities – research, sales orders, client services, campaign execution and support
- Create and update sales presentations sales reporting resources
- Daily airchecks and spot times collected and sent to clients in a timely and efficient manner
- Assist Director of Sales, General Sales Managers, Local Sales Managers and Digital Sales Manager with other duties as assigned.
- Interact closely with Traffic and Continuity Departments to ensure smooth execution of sales orders, missing copy and instructions.
- Daily switchboard coverage
- Demonstrated proficiency composing written communications.
- Other duties as assigned
- Resourceful, highly dependable, detail oriented

Qualifications: Job requirements:

- High School graduate, 2 or 4 year college graduate preferred.
- Create high quality proposals/presentations
- Must be able to work under extreme deadlines and heavy work load
- Excellent communication skills, strong attention to detail and have the ability to multi-task and prioritize work load.
- Strong organizational skills and excellent computer skills to include Outlook, MS Word, Powerpoint, Excel
- Ability to learn new industry related programs such as DART
- Demonstrated proficiency composing written communications.
- Resourceful, highly dependable, detail oriented
- Must be a professional proven team player who is solution oriented.
- Good problem solving skills and creativity
- Team Player

***Application Instructions:** Please send resumes to Kristina.Bell@wilsonhcg.com

Online Application Address :

Contact Information

[Edit]

First Name: Lisa
Middle Initial:
Last Name: Latona
***Address Line 1:** 3071 Continental Drive
Address Line 2:
***City:** West Palm Beach
***State:** FL
Zip: 33407
Country:
Map to Address Above : [Online Map](#)
Phone: 561-616-6671
***Fax:** 561-623-5160
***Email :** LisaLatona@clearchannel.com

Website :	
[Edit]	
Posting Information	
Job Industry:	
Job Location:	
Position Type: Full-time	
Minimum GPA:	
Citizenship:	
*Graduation Start ? :	
*Graduation End ? :	
*Class Standing: Alumnus/a	
Doctoral Student	
Masters Student	
Senior	
*Degrees: Bachelors Degree	
Doctorate	
Masters Degree	
*Majors : College of Business	
Screen Minimum GPA: No	
Screen Citizenship: No	
*Screen Graduation Range: No	
*Screen Class Standing: No	
*Screen Degrees: No	
*Screen Majors: No	
*Post Date: 7/6/2012	
*Expiration Date: 10/31/2012	
*Show Contact Info: No	
Allow Students to Apply Online in OWL	
Career Link ? : Yes	



[Home](#) |
 [My Profile](#) |
 [Student Search](#) |
 [My Jobs](#) |
 [Schedules](#) |
 [Career Events](#) |
 [Sign Out](#)

[Jobs > Job Profile](#)

Page Functions

[Copy Job](#)
[View Activity](#)

Calendar

Resource Library

I want to...

[Report a Hire](#)

Viewing Job: 5294/Sales Assistant

The changes you made to this job have been saved and submitted.

[Profile View](#) |
 [Position Information](#) |
 [Contact Information](#) |
 [Posting Information](#)

Position Information

[\[Edit\]](#)

To update information in the 3 sections below, click the Edit button in each section. Required fields are indicated by an *. The Posting Information Section below contains important fields. Please read carefully.

***Job ID:** 5294

***Job Title:** Sales Assistant

Job Reference Num:

Organization Name : Clear Channel Media + Entertainment

No of Openings:

Work Schedule: Full-Time

Hours per Week: 40

Wage/Salary: To Be Discussed

Employment Start Date:

Employment End Date:

Supervisor:

***Job Description:** The Sales Assistant Position performs a variety of clerical and administrative activities to support the entire Sales Department. The Clear Channel Radio West Palm Beach is a high volume, very active sales department. The Sales Assistant is responsible for ensuring the smooth flow of information and follow up for existing and prospective customers. EEO

Primary Duties include but are not limited to:

- Processing sales data, sales progress reports and other sales related records and reports.
- Execute digital sales insertion orders, track digital assets and inventory
- Data entry to include entering and confirming orders, PPO and copy issues
- Research and lead generation
- Assist in daily business responsibilities – research, sales orders, client services, campaign execution and support
- Create and update sales presentations sales reporting resources
- Daily airchecks and spot times collected and sent to clients in a timely and efficient manner
- Assist Director of Sales, General Sales Managers, Local Sales Managers and Digital Sales Manager with other duties as assigned.
- Interact closely with Traffic and Continuity Departments to ensure smooth execution of sales orders, missing copy and instructions.
- Daily switchboard coverage
- Demonstrated proficiency composing written communications.
- Other duties as assigned
- Resourceful, highly dependable, detail oriented

Qualifications: Job requirements:

- High School graduate, 2 or 4 year college graduate preferred.
- Create high quality proposals/presentations
- Must be able to work under extreme deadlines and heavy work load
- Excellent communication skills, strong attention to detail and have the ability to multi-task and prioritize work load.
- Strong organizational skills and excellent computer skills to include Outlook, MS Word, Powerpoint, Excel
- Ability to learn new industry related programs such as DART
- Demonstrated proficiency composing written communications.
- Resourceful, highly dependable, detail oriented
- Must be a professional proven team player who is solution oriented.
- Good problem solving skills and creativity
- Team Player

Application Instructions: Please send resumes to Kristina.Bell@wilsonhcg.com

Contact Information

[\[Edit\]](#)

First Name: Lisa

Middle Initial:

Last Name: Latona

Address Line 1: 3071 Continental Drive

Address Line 2:

City: West Palm Beach

State: FL

Zip: 33407

Map to Address Above : [Online Map](#)

Phone: (561) 616-6671

Fax:
Email : LisaLatona@clearchannel.com
Website :

Posting Information[\[Edit\]](#)

Job Location: West Palm Beach
Position Type: Full-time
***Applicant Type:** Full-time
Minimum GPA:
Graduation Start:
Graduation End:
Classification:
Degrees:
***Majors :** Business and Management
International Communication
International Communications
Screen Applicant Types: No
Screen Minimum GPA: No
Screen Graduation Range: No
Screen Classification: No
Screen Degrees: No
Screen Majors: No
***Post Date:** 7/6/2012
***Expiration Date:** 9/4/2012
Show Contact Info: No
Allow Online Referrals: No

Job Details:

Sales Assistant

Clear Channel

- [Learn more about this company >>](#)
- [View all jobs at this company >>](#)


[Apply Now >>](#)
[Save it](#) | [Email it](#) | [Print it](#) | [Share with Facebook Friends](#)
[Report this job](#)

Job Snapshot

Location :	West Palm Beach, FL 33407 (Map it)
Employee Type :	Full-Time
Industry :	Broadcasting - Radio - TV
Manages Others :	Not Specified
Job Type :	Admin - Clerical Sales
Experience :	Not Specified
Post Date :	7/2/2012

Contact Information

Contact : Kristina Bell

Description

The Sales Assistant Position performs a variety of clerical and administrative activities to support the entire Sales Department. The Clear Channel Radio West Palm Beach is a high volume, very active sales department. The Sales Assistant is responsible for ensuring the smooth flow of information and follow up for existing and prospective customers.

Primary Duties include but are not limited to:

- Processing sales data, sales progress reports and other sales related records and reports.
- Execute digital sales insertion orders, track digital assets and inventory
- Data entry to include entering and confirming orders, PPO and copy issues
- Research and lead generation
- Assist in daily business responsibilities – research, sales orders, client services, campaign execution and support
- Create and update sales presentations sales reporting resources
- Daily airchecks and spot times collected and sent to clients in a timely and efficient manner
- Assist Director of Sales, General Sales Managers, Local Sales Managers and Digital Sales Manager with other duties as assigned.
- Interact closely with Traffic and Continuity Departments to ensure smooth execution of sales orders, missing copy and instructions.
- Daily switchboard coverage
- Demonstrated proficiency composing written communications.
- Other duties as assigned
- Resourceful, highly dependable, detail oriented

Requirements

- Create high quality proposals/presentations
- Must be able to work under extreme deadlines and heavy work load
- Excellent communication skills, strong attention to detail and have the ability to multi-task and prioritize work load.
- Strong organizational skills and excellent computer skills to include Outlook, MS Word, Powerpoint, Excel
- Ability to learn new industry related programs such as DART
- Demonstrated proficiency composing written communications.
- Resourceful, highly dependable, detail oriented
- Must be a professional proven team player who is solution oriented.
- Good problem solving skills and creativity
- Team Player

At Clear Channel, we are committed to recruiting and retaining diverse talent by creating an environment that integrates diversity and inclusion in all aspects of our business. Our company is enriched and made more effective through representation of diverse experience, backgrounds, ethnicity, education, sexual orientation and regional and cultural orientation. Clear Channel is an Equal Opportunity Employer where women and minorities are encouraged to apply.

[Find Sales Assistant Salary Information >>](#)

[Click Here to See Training Courses related to this Job >>](#)

[Apply Now >>](#)
[Save it](#) | [Email it](#) | [Print it](#) | [Share with Facebook Friends](#)
[Report this job](#)

CareerBuilder.com Advice

For your privacy and protection, when applying to a job online:

Never give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction. [Learn More >>](#)

By applying to a job using CareerBuilder.com you are agreeing to comply with and be subject to the CareerBuilder.com [Terms and Conditions](#) for use of our website. To use our website, you must agree with the [Terms and Conditions](#) and both meet and comply with their provisions.

Help | Customer Service: 800-891-8880 (C) | Sales: 877-FILL-A-JOB (877-345-5256 (C)

CareerBuilder Info
About Us
Work at CareerBuilder
Affiliate Program
Advertising Info
Privacy
Fraud
Terms & Conditions
Connect via Social Media

Employers and Recruiters
Employers Home
Post a Job
Resource Center
Source & Screen
Recruitment Software
Empowering Employment
The Hiring Site (Blog and Articles)
Employer Sales: 877-FILL-A-JOB

CareerBuilder International
United Kingdom
Canada
Germany
France
Netherlands
Sweden
Greece
India
Spain
See All International

Partner Sites
MSN.com
AOL.com
USAToday.com
Univision.com
Tribune Company
McClatchy Company
Gannett Company
Full Partner List