



FOUR CORNERS BROADCASTING LLC

Four Corners Broadcasting:

Job / Openings 2023

• Radio Account Executive (Jan - April)

Four Corners Broadcasting has an exciting opportunity available for an additional Radio Account Executive. You will be responsible for helping area businesses grow in the Four Corners region through the effective use of radio advertising, by establishing new contacts and working with existing accounts to maximize their marketing objectives. Four Corners Broadcasting will provide you with on-going training and a fun work environment. This is a full time salaried position with a generous commission and bonus package. BA required and outside sales experience preferred, but we are willing to train the right candidate. So if you have a dynamic personality, are a self starter, creative, and enjoy working with people email your resume and cover letter to job@radiodurango.com, that's job@radiodurango.com. To view the full job announcement visit www.radiodurango.com. No phone calls please. Four Corners Broadcasting is an equal opportunity employer.

Experience:

- Sales: 1 years (Preferred)

Benefits:

- Aflac supplemental insurance

Education:

- Bachelor's (Preferred)

Schedule:

- Full Time
- Minimum of 40 per week
- Weekends required as needed

Compensation:

- Base salary
- Commission only
- Gas and phone stipend

Desired Skill(s):

- Knowledge of Microsoft office: Excel, Word, Outlook, Power Point, Skype.
- Work independently and/or with team members
- Highly motivated self-starter
- Networking
- Customer service
- Ability to effectively communicate with all levels of the organization

Paid Training:

- Yes

Work Location:

- Main office – Durango
- Travel to surrounding area required

Published opening in the following locations:

Indeed, Colorado Broadcasters Association on-line job board, radiodurango.com webpage, FCB Facebook pages

responses female 3 male 3 no hires





• **On Air Personality- Weekend shift and Part Time Board op (Mar - July)**

Four Corners Broadcasting has an exciting opportunity available for additional part time board ops and production producers. Responsibilities include but not limited to shows production, commercial production, loading station logs, covering the board for local and regional games, as well as additional board shifts as assigned. Experience preferred but will train. If you're a dynamic personality email your resume and cover letter to chad@radiodurango.com. No calls please. Four Corners Broadcasting is an equal opportunity employer.

Experience:

- On Air / Board operations (Preferred)

Benefits:

- Aflac supplemental insurance

Education:

- High School Diploma or GED, Bachelor's (Preferred)

Schedule:

- Part Time
- Minimum of 10 per week

Compensation:

- Hourly based on experience

Desired Skill(s):

- Knowledge of Microsoft office: Excel, Word, Outlook, Power Point, Skype.
- Work independently and/or with team members
- Highly motivated self-starter
- Customer service
- Ability to effectively communicate with all levels of the organization

Paid Training:

- Yes

Work Location:

- Main office – Durango

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responses female 0 male 2 1 HIRE (male)





Part Time Office Manager (April – May)

Assist with a variety of general office activities by performing the following duties

- Provides support to Operations Manager as needed
- Works directly with the General Sales Manager and sales team members to maximize productivity through proficient use of appropriate software applications
- Processes and maintains sales one sheets, via Google doc platform
- Understands office procedures and operations such as prize protocol, daily cash deposit and other clerical services.
- Maintains office supply needs, company email and contract and copy files.n

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

Education/Experience

- BA/BS in Business, Account or Finance preferred; 1-2 years administrative experience preferred; or equivalent combination of education and experience.

Compensation

Based on experience

Writing

- Ability to write reports and business

correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Math

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

Computer Skills

- To perform this job successfully, an individual should have knowledge of Word, Excel, Publisher, PowerPoint and Outlook; and Internet software. Website experience is preferred but not required.

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responses female 1 male 0 1 hire (female)





FOUR CORNERS BROADCASTING LLC

• Radio Account Executive (May - July)

Four Corners Broadcasting has an exciting opportunity available for an additional Radio Account Executive. You will be responsible for helping area businesses grow in the Four Corners region through the effective use of radio advertising, by establishing new contacts and working with existing accounts to maximize their marketing objectives. Four Corners Broadcasting will provide you with on-going training and a fun work environment. This is a full time salaried position with a generous commission and bonus package. BA required and outside sales experience preferred, but we are willing to train the right candidate. So if you have a dynamic personality, are a self starter, creative, and enjoy working with people email your resume and cover letter to job@radiodurango.com, that's job@radiodurango.com. To view the full job announcement visit www.radiodurango.com. No phone calls please. Four Corners Broadcasting is an equal opportunity employer.

Experience:

- Sales: 1 years (Preferred)

Benefits:

- Aflac supplemental insurance

Education:

- Bachelor's (Preferred)

Schedule:

- Full Time
- Minimum of 40 per week
- Weekends required as needed

Compensation:

- Base salary
- Commission only
- Gas and phone stipend

Desired Skill(s):

- Knowledge of Microsoft office: Excel, Word, Outlook, Power Point, Skype.
- Work independently and/or with team members
- Highly motivated self-starter
- Networking
- Customer service
- Ability to effectively communicate with all levels of the organization

Paid Training:

- Yes

Work Location:

- Main office – Durango
- Travel to surrounding area required

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 responses female 2 male 0 1 hire (female)





• **Operations Assistant (May - July)**

Assist with a variety of general office activities by performing the following duties - Provides support to Operations Manager as needed, Maintains station streaming pages and all customer content, Audits monthly streaming invoices and identifies discrepancies, Works directly with the Sales Manager and team members to maximizes productivity through proficient use of appropriate software applications, Processes and maintains sales one sheets, via Google doc platform, Enters traffic orders as needed, Processes station traffic logs as needed , Understands front office procedures and operations such as prize protocol, daily cash deposit and other clerical services.

Experience:

- Accounting or Finance: 1 years (Preferred)

Benefits:

- Aflac supplemental insurance

Education:

- Bachelor's (Preferred)

Schedule:

- Part Time
- Minimum of 15 per week

Compensation:

- Hourly based on experience

Desired Skill(s):

- Knowledge of Microsoft office: Excel, Word, Outlook, Power Point, Skype.
- Work independently and/or with team members
- Highly motivated self-starter
- Customer service
- Ability to effectively communicate with all levels of the organization

Paid Training:

- Yes

Work Location:

- Main office – Durango

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responses female 1 male 0 1 hire (female)

