



Entercom Buffalo

Our radio stations include: WBEN 930 AM (News / Talk / Weather), WGR 550 AM (Sports Talk), WKSE / Kiss 98.5 FM (CHR), WLKK / 107.7/104.7 FM (Alternative), WTSS / Star 102.5 FM (Hot A/C), WWWS 1400 AM (Urban Gold), and WWKB 1520 AM (ESPN Sports)

POSITION OPENINGS – As of November 20, 2018

Sales – Account Executive

You work hard, you're creative, energetic, enjoy solving problems and want a career with an unlimited amount of growth potential (professional and financial). It's time to figure out how you can become a member of the Entercom Radio sales team. As an Account Executive you will learn how to implement strategic marketing plans for advertisers throughout Western New York. Our focus is attaining results for our clients. Through training you will be set up to succeed. The rest is up to you. To apply for this position, please go to www.entercom.com and click on "Careers". *Entercom Buffalo is an Equal Opportunity Employer.*

Board Operator / Producer / Announcer

Entercom Buffalo seeks qualified individuals (part-time) to operate master control room audio board. Responsibilities include maintaining program/commercial log, scheduling recordings, working with show hosts, and handling listener calls. Successful candidate will have working knowledge of operating audio equipment and will work well under pressure. To apply for this position, please go to www.entercom.com and click on "Careers". *Entercom Buffalo is an Equal Opportunity Employer.*

Promotions Assistant, Part Time

Entercom Buffalo is looking for outgoing, hard-working and creative individuals to join our part-time promotions team (15 hours per week or less). Responsibilities include working on location at station events, live broadcasts, interacting with listeners and some clerical duties. Ideal candidate is positive, energetic, efficient and capable of multi-tasking in a lively fast-paced environment. The right candidate must be a professional and a team player with customer focus, and must be able to work days/evenings/weekends. A valid driver license and a great driving record are required. To apply for this position, please go to www.entercom.com and click on "Careers". *Entercom Buffalo is an Equal Opportunity Employer.*

Reporter/Anchor, Part Time

Buffalo's #1 News/Talk station is looking for a part-time reporter/anchor. If you have at least 2 years of experience in front of a microphone, send air-check, resume and cover letter explaining why we need you on our team. To apply for this position, please go to www.entercom.com and click on "Careers". *Entercom Buffalo is an Equal Opportunity Employer.*

Technical Producer / News Anchor, Full Time

News Radio 930 WBEN is seeking a full-time overnight technical producer and news anchor. Candidates must have great attention to detail, ability to operate digital audio equipment, and a keen interest in, and sense of, news. Responsibilities include operating broadcast studio

equipment and writing, producing and anchoring newscasts every 30 minutes. The successful applicant will also produce news content for the WBEN morning news programming and station website. To apply for this position, please go to www.entercom.com and click on "Careers" or send letters, resumes and audio samples to Tim Wenger, Operations Manager, Entercom Buffalo, 500 Corporate Pkwy., Suite 200, Buffalo, NY 14226. No phone calls. *Entercom Buffalo is an Equal Opportunity Employer.*

Receptionist, Part-Time

Entercom Buffalo is looking to hire two (2) part-time receptionists (25 weekly hours each) to share full-week responsibilities. Candidates must have 2+ years of prior receptionist experience, excellent phone etiquette as well as exceptional verbal communication skills, the ability to multi-task, the ability to organize and manage workload, knowledge of Microsoft Office, a professional appearance, and punctuality.

Essential Duties and Responsibilities include the following:

1. Greet clients and visitors in a professional manner.
2. Answer phones and route calls to the proper personnel, or take messages when required.
3. Provide callers with information, such as the address, directions to the location, fax numbers, website information, and other related information.
4. Receive and distribute incoming mail and overnight packages, and post outgoing mail.
5. Provide clerical support to various departments as needed.
6. Assist Promotions Department with prizes and giveaways.
7. Assist Traffic Department with affidavits and cart number assignments.
8. Additional duties and responsibilities may be assigned as necessary.

Physical Requirements: While performing the duties of this job, the employee is frequently required to talk, hear, stand, sit, walk, use hands, reach with hands/arms, and manipulate a switchboard and a computer keyboard. Employee may occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. This job requires a majority of the work-time to be spent sitting.

Entercom Buffalo includes seven top-rated radio stations with over a half-million listeners and over 300,000 social and digital media fans—WBEN, WGR, Star 102.5, Kiss 98.5, Alternative Buffalo 107.7, ESPN 1520 AM, Solid Gold Soul 1400 AM, and home of the Buffalo Bills, Sabres, Bisons, Bandits, SUNY Buffalo, and Niagara University Sports.

To apply for this position, please go to www.entercom.com and click on "Careers". *Entercom Buffalo is an Equal Opportunity Employer.*

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To be considered for any of our positions, please apply on-line at www.entercom.com and click on "Careers"