

**Office Coordinator / Receptionist**

94.5 WPST Radio is looking for a full time, enthusiastic Office Coordinator to handle a variety of administrative tasks for our cluster of stations in Princeton, NJ. You listen to our on-air personalities, but now we need *your* personality to make a very positive first impression on our clients, listeners and even the occasional celebrity that comes through our door!

**JOB DESCRIPTION**

* Perform general administrative duties around the office
* Greet visitors, answer phones and properly direct calls
* Send and receive mail, FedEx and other services
* Keep common areas tidy; order supplies as necessary
* Generate reports for sales as necessary
* Assist with entering orders and creating presentations
* Assist with other departments as necessary

**JOB REQUIREMENTS**

* Strong clerical and administrative skills
* Organized and detail oriented
* Enthusiastic self-starter and team player
* Excellent customer service and problem solving skills
* Proficient in MS Office programs
* Friendly and courteous demeanor
* Clear speaking voice and professional appearance
* Being a notary/willing to become a notary

Connoisseur Media offers salary with benefits, paid holidays and 401(k) plan. If you are a qualified candidate, please submit your resume and salary requirements to [jobs@wpst.com](mailto:jobs@wpst.com) with “Office” in the subject line.

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