

**Category:**

Admin - Clerical

**Position/Title:**

Receptionist/Business Office Assistant

**Details:**

This position is responsible for assisting the business office in many capacities, as well as responsibilities as professionally and efficiently greeting guests, promptly answering calls, and maintaining the appearance of our lobby.

**Vacancy Type:**

Full Time

**Date Posted:**

1/11/2012

**Closing Date:**

2/11/2012

**City:**

St. Louis - 63110

**State:**

Missouri

**Experience:**

- Strong computer skills with thorough knowledge of Microsoft Word, Excel and PowerPoint
- Excellent communication skills
- Professional appearance
- Must possess strong organizational skills and attention to detail
- Capable of interacting with many different personalities
- Type 60+ wpm

**Requirements:**

- Answer multi-line switchboard
- Represent company in friendly and professional manner when greeting visitors
- Generate daily business reports
- Produce contracts, invoices, spot times
- Coordinate with promotion departments for distribution of contest prizes
- Enter orders and production orders
- General administrative support
- Back-up traffic department as needed
- Assist in other duties or departments as needed

**Contact:**

If you meet these requirements, you are welcome to submit your resume to [stlresumes@clearchannel.com](mailto:stlresumes@clearchannel.com).

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