

TITLE OF POSITION:	RECEPTIONIST
DEPARTMENT:	Human Resources
STATION & LOCATION:	WARH/WIL/WXOS, St. Louis, MO
HOURS:	40 hour weeks
FLSA STATUS:	Non-Exempt (Salaried)
POSTED DATE:	October 22, 2009
CLOSING DATE:	December 31 2009 or until filled

POSITION OBJECTIVE: Serves callers, visitors and employees by greeting, welcoming, and directing them; notifying company personnel of visitors' arrival; work closely with our promotions department with contesting, prize distribution, prize documentation, and maintaining security of the suite while at the front desk.

POSITION REQUIREMENTS:

- 2-3 years on-the-job receptionist/clerical experience with skills in office procedures, protocol, typing 60 wpm, filing, etc., related field, or equivalent.
- Proficiency in Microsoft applications, internet accessibility, etc.
- Self-starter, organized, follows written and verbal instructions and be able to solve routine problems while maintaining confidentiality.
- Distribute and handle incoming and outgoing mail
- Handle distribution of prizes to listeners effectively and efficiently.
- Project a pleasant, friendly, professional business-like image for the company and must work effectively with people while representing the company on the telephone and in person.
- Work effectively in a team environment.
- Maintain positive rapport with co-workers, vendors, clients, visitors and listeners.
- Able to work for human resource department performing clerical functions as needed.
- Able to work under pressure as the services performed affects the ability of other departments, clients, listeners and the general audience.
- Proven record of dependability.
- Attention to detail a **MUST!**
- Proven ability to handle stress.
- Work in compliance with Company policies and procedures.
- Consistently works hours required. Works more when required to meet deadlines including weekends, holidays, evenings, etc.
- Project an appropriate professional appearance and demeanor.

PHYSICAL DEMANDS:

- Receive, process, and maintain information through oral and/or written communication effectively.
- Substantial physical movements (motions) of the wrists, hands, and/or fingers.
- Lift, move, and carry up to 20 pounds on occasion.
- Must be able to sit for long periods of time.

Bonneville St. Louis Media Group
Fax: (314) 983-6308
Attn. Amanda Koeppe, Human Resource Director
11647 Olive Blvd.
St. Louis, MO 63141
Web Site: www.toastedrav.com

Qualified candidates are invited to download the application available on our web site. Questions can be directed to Human Resources akoepp@bicstl.com. We do not allow walk-in candidates. To be considered an application must be submitted by fax, email, or mail for current posted position(s). Resume is accepted when accompanying our application. Unsolicited resumes will not be accepted. If you are offered employment by Bonneville International Corporation, you will be asked to sign an agreement to arbitrate any disputes that may arise between you and Bonneville regarding your employment with the company prior to commencing employment with the company.

An Equal Opportunity Employer