

Business Manager at MBC Grand Broadcasting, INC

This full-time, Monday-Friday, in-person position is multifaceted and occasionally includes tasks within all departments to help produce a superior product and work environment. Each of the following positions is part of the day-to-day tasks of the Business Manager. MBC Grand is an Equal Opportunity Employer.

- Front Office Manager: traditional clerical functions such as word processing, answering phones, distributing internal correspondence, filing and copying, entering radio copy into the correct formats and more. Backup to front reception desk. Continual interdepartmental communication.
- GM Assistant and Sales Assistant: client-focused, organized and detail-oriented with the ability to work under deadlines and interruptions well and handle last-minute assignments. Provides clerical support for the sales staff and sales manager, gathers industry research, and assists with the creation, proofing and assembly of sales, marketing, etc. materials. Strong word-processing skills and knowledge of computer graphics programs are essential. Produce summary from weekly sales meetings in real time.
- Traffic Manager: works closely with sales, programming, and production. Processes radio ad orders, and daily maintenance of station program logs. calls for strong computer skills and the ability to work in a pressured, fast-paced, and interruptive environment. Manages and maintains the client database.
- Assisting Accounts Payable and Receivable: essential to maintain a correct accounting of commercial inventory and accurate billing information. Correctly apply payments and keep track of past due accounts. Track down and fix accounting errors and help explain invoices to clients. Approves internal invoices for payment.
- Human Resources Assistant: duties including paperwork for hiring/firing, provide interface for local office and owning office, collect payroll hours and pay information to submit to home office. Monitor compliance of state and federal employment laws.

Desired Qualifications:

- Eager and ready to help others
- Creative solution oriented
- Enjoys learning
- Careful with details
- Discretion and integrity are musts
- Bookkeeping experience
- Adept computer skills
- Experience in a team leader or management position
- High School or Equivalent Education, (college education preferred)
- Customer Service experience
- Any radio experience is a plus!
- Must be able to pass a background check
- Notary or willing to become a notary