

JOB VACANCY ANNOUNCEMENT
Lead Promotions Assistant
JOB # 73-0344

Full-Time, Non-Exempt Position

Posting Date: 05/11/2022

Position Description:

American General Media – Albuquerque, NM Office has a current opening for a full-time Lead Promotions Assistant. Candidate must possess the ability to work in a team environment, possess strong organizational skills and have the ability to schedule promotional personnel.

Duties include but are not limited to: assisting with day to day operations of the promotion department, assisting with scheduling staff for station events, helping facilitate client related promotions and promotional contests, contest and prize fulfillment, maintenance of department promotional product inventory, department vehicle maintenance and other administrative duties.

Requirements:

- 2-4 years promotions/marketing experience preferred
- Must be computer literate
- Flexible work schedule – need to be able to work on weekends of necessary
- Must have a valid drivers license and be insurable under the company policy
- Must be able to lift a minimum of 40 pounds
- Ability to multi-task
- Strong leadership and organizational skills
- Knowledgeable about Microsoft Office software

Please submit resumes to agmneeo@gmail.com or mail to PO BOX 2700 Bakersfield CA 93303, Attn: HR Department.
and reference job #73-0344
AGM is an EOE