

JOB VACANCY ANNOUNCEMENT
Promotions Director
JOB # 73-0331

Full-Time, Exempt Position

Posting Date: 1/20/20

Position Description:

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

Duties include but are not limited to: day to day operations of the promotion department, scheduling staff for station events, initiating and facilitating 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 if 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
- Working knowledge and use of Adobe PhotoShop, Illustrator or the equivalent preferred

Please submit resumes to agmneeo@gmail.com and reference job #73-0331.

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