



Media Coordinator / Sales Assistant

Job Position: Media Coordinator / Sales Assistant – Wilmington, DE

Description Resumes are being accepted for a Media Coordinator/ Sales Assistant. This position involves assisting the sales department with proposals and promotional planning and helping sales executives coordinate their work. Customer relationship management (CRM) will be an important part of this job. On-site promotion and office assistance will also be required periodically.

Experience: This person must be professional, creative and have good communications and computer skills including:

- Knowledge of Microsoft Word
- Knowledge of Microsoft Office
- Knowledge of Adobe Creative Cloud
- Knowledge of Customer Relationship software
- Knowledge of PowerPoint
- Digital and Graphic Skills
- Ability to multi-task and work under pressure
- Highly resourceful and proactive

Work Hours: 40 hours / week Monday-Friday

Salary: Commensurate with experience

If you think you have what it takes to be a member of our **Forever Media** team, email your resume and cover letter today to: careers@forevermediainc.com.

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