



Business Manager

Job Position: Business Manager - Milford, DE

Description / Experience: Resumes are being accepted for a Business Manager position in our Milford, DE market. Applicants should have prior business office experience including accounts receivable, accounts payable, collections and payroll. This position involves assisting the Regional and National sales departments with promotions, events, commercial schedules, proposals and promotional planning. This position is also the local liaison to the corporate HR Department and responsible for EEO reporting.

An Associates or Bachelor's degree is preferred. Good communications and strong computer skills are a must including Microsoft Office, databases and the ability to learn media traffic software. This position will maintain accurate and complete account files. This position will be the backup to the Traffic Manager/Production Director and will need to use Marketron software. Duties include: invoicing, inventory analysis, spot scheduling, order verification, and sponsorship tracking.

If you possess strong analytical and problem-solving skills, knowledge and experience in Microsoft Office programs like Excel, have excellent verbal and written communication skills, and the ability to interact with management and staff at all levels, then apply today.

Work Hours: 40 hours/week Monday-Friday

Salary: Based upon experience.

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

Forever Media, Inc., Forever Media of Ohio, LLC, Forever Media of MD, LLC and Forever Media of DE, LLC and their affiliates and Radio Station(s) do not and shall not discriminate, in any manner on the basis of race or gender, respecting their recruiting, employment or advertising practices.

September 13, 2021. Posted: Cumberland, MD; Easton, MD; MD; Milford, DE; Wilmington, DE; Bellaire, OH; Brownsville, PA; Altoona, PA; Johnstown, PA; Lebanon, PA; Meadville/NWPA; Pittsburgh, PA; State College, PA; York, PA