



Newcap Radio has an exciting opportunity as Promotions Assistant/Admin Assistant for The New HOT 93.5 and Rewind 103.9 in Sudbury, ON.

Reporting directly to the Office Manager, the successful candidate will be responsible for the following:

- Assisting the Promotions department as required
- Scheduling weekend activities and Street Team shifts
- Greeting clients, contest winners, answering phones and reception duties
- Daily bank deposits
- Assisting the Account Executives
- Assisting with scheduling commercial Traffic Orders as required
- Other projects and Administrative duties as assigned

The successful applicant should have the following qualities, attributes and experience level:

- Ambitious, hardworking and self-motivated
- High level of communication, organization and interpersonal skills and time management skills essential
- Ability to work well independently and as part of a team, as well as work in a fast-paced, multi-task environment
- Proficient in MS Office specifically Word and Excel
- An Business or Public Relations certificate/diploma or 2-5 years related experience

Interested applicants are invited to send a resume by Friday August 19, 2016. Please forward to: Courtney Skuro at cskuro@newcap.ca

NO PHONE CALLS PLEASE

Newcap values diversity in its work force and is committed to Employment Equity, all applications submitted must be accompanied by a completed Employment Equity Questionnaire form. The form may be downloaded from the following link: <http://www.ncc.ca/careers.asp?mn=4>