



## **Sales Assistant/ Receptionist**

Local Daily Media is now looking for a full-time Sales Assistant/ Receptionist in Frederick MD. – Entry Level

Responsibilities include, but are not limited to:

- Assist Sales Manager in daily tasks
- Assist Sales Team and staff in daily tasks
- Preparing of Proposals
- Inputting of orders
- Assist the Business & Promotions offices
- Attend Sales meetings for National/Regional/Local opportunities
- Front Desk/ Receptionist coverage

Experiences should include:

- Strong computer skills (Word, Excel, Outlook, PowerPoint)
- Excellent communications skills
- Knowledge of Adobe Photoshop or Illustrator a plus
- Must be well organized, detailed and able to manage a variety of tasks at the same time
- Must have an outgoing personality to deal with clients

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, or sex, in all personnel actions. Local Daily Media is an Equal Opportunity Employer.

If interested, please send cover letter and resume to [SherriHadley@localdailymedia.com](mailto:SherriHadley@localdailymedia.com). No phone calls, please.