



Example of Promotions Assistant Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a promotions assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for promotions assistant

- Clearly and politely make phone calls to listeners to coordinate prize pick-ups and event details
- Organize and ready station vehicles prior to events
- Interact with listeners and the general public during promotional activities
- Drive station vehicles assist with the upkeep of vehicles and station equipment
- Familiarize yourself with each stations format, programming, and demographic
- Select radio station winners from on-air, on-line, text and on-site contests/sweepstake entries
- Compile/send daily radio hotline feedback report on all priority records
- Process all promotion related invoices
- Monitor and compile weekly report of all staff T&E expenses
- Submit for music priorities to BDS and Mediabase for digital tracking

Qualifications for promotions assistant

- Must be flexible with working hours, and available weekends, nights and holidays
- Must have excellent driving record, be able to lift (at least) 25-50 lbs
- Knowledge of surrounding Chicago city and suburbs a plus
- Other responsibilities include driving promotional vehicles
- Assist staff with sponsorship proposals and recaps & various projects
- Qualified individuals must be energetic and work well with others