



The Alberta Weekly Newspapers Association is committed to providing advertisers with unsurpassed service and up-to-date information on each of the community newspapers served.

DISPLAY ADVERTISING ADMINISTRATOR

The Awna's Display Advertising Administrator provides customer service to our member newspapers and support to the department.

Primary responsibilities, but not limited to:

- Work with Booking & Material Coordinator to achieve 100% clean order entry.
-Review all entered orders for accuracy.
- Make arrangements with clients/newspapers for possible make goods;
- Data entry of DNR's and/or adjustments;
- Maintain and update newspaper and client rate cards;
- Search for and download eTears from AWSOM Archive;
- Cash receipt reconciliations;
- Client/newspaper customer service;
- Miscellaneous administrative duties such as filing, faxing, photocopying, etc.;

The ideal candidate will possess the following qualities:

- Related post secondary education;
- Outstanding customer service skills;
- Proficiency in Microsoft Office;
- Attention to detail, organized, multi-tasking, and time management skills.

Please fax or e-mail resume in confidence, along with salary expectations to:

780-438-8356

info@awna.com

No phone calls please.