

Category:

Media - Journalism - Newspaper

Position/Title:

RECEPTIONIST (F/T) - WSFA

About Gray Media:

Gray Media is a leading media company that owns and operates high-quality stations in 113 television markets that collectively reach 36 percent of US television households.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

About WSFA:

WSFA 12 News is the dominant television and digital media station in Montgomery, Alabama. For over 70 years, WSFA 12 News has served a 15-county DMA and is Central and South Alabama's most trusted source for news, weather, and sports information on-air and online.

Job Summary/Description:

WSFA 12 News has an immediate opening for a full-time Receptionist. We are seeking someone with 2 years experience as a Receptionist who is professional and pleasant with the ability to answer a multi-line phone system and greet our guests. Should also be well organized and efficient and have computer experience. Attention to detail and the ability to work well in a team environment is important as this person will assist all departments. Please apply online and attach a cover letter and resume. No phone calls, please.

Duties/Responsibilities will include (but not be limited to) the following:

- Answer Multi-line Phone System
- Receive Guests and Vendors
- Assist Other Departments with Various Duties

Qualifications/Requirements:

- 2 Years' Experience as a Receptionist
- Must-Have Computer Experience (Word, Excel)
- Strong Customer Service Skills and Telephone Etiquette
- Strong Organizational Skills

If you feel you're qualified and want to work with a great group of people go to <https://gray.tv/careers#currentopening>, you may type in the job title, station call letters, or click on "apply now", upload your resume, cover letter, and references

(Current employees who are interested in this position can apply through the Gray-TV UltiPro self-service portal)

WSFA-TV/Gray Media is a drug-free company

Additional Info:

Gray Media provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Gray Media complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Gray Media expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

Gray Media encourages all new employees to be fully vaccinated against the coronavirus virus before the first workday.

Vacancy Type:

Full Time

Date Posted:

1/29/2025

Closing Date:

4/29/2025

City:

Montgomery - 36104

State:

Alabama

Contact:

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Apply Online URL:

<https://gray.tv/careers#currentopenings>

