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## **POSITION AVAILABLE**

**DATE:**           **March 28, 2008**

**JOB TITLE:**   **Executive Assistant**  
CUMULUS -POUGHKEEPSIE  
WPDH, WPDA, WCZX, WRRV, WRRB, WKXP, WZAD  
WKNY-AM, WEOK-AM, WALL-AM,  
**Poughkeepsie, NY Offices**

**DESCRIPTION:**  
Enter sales orders and commercial copy, set up accounts, file orders, assist managers with office tasks

**PREFERRED QUALIFICATIONS:**  
Detail-oriented person who is computer and internet literate, with the ability to multi-task in a fast-paced environment. Must have knowledge of MS Word and Excel. Ability to adapt to custom software programs is key.

**CONTACT:**  
**Linda Arlands, Business Manager**  
**[linda.arlands@cumulus.com](mailto:linda.arlands@cumulus.com)**  
**(845) 471-1500 X130, (845) 485-4908 fax**

**BEFORE:**       **April 18, 2008**

Any employee interested in discussing this position should contact the person named above no later than the date noted.

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