



<https://7mountainsmedia.com/job/business-manager-altoona-johnstown-pa/>

Business Manager – Altoona/Johnstown, PA

Description

Seven Mountains Media-Altoona/Johnstown is hiring a full time BUSINESS MANAGER

This is a fast-paced job in a fun environment, working with great, creative people!

This position is located in our ALTOONA market.

Seven Mountains Media is a full service media company that provides Radio, Digital, Video, Print and Audio Marketing solutions to our clientele.

Responsibilities

- Account receivables
- Account payables
- Posting of Payments
- Deposits
- Inventory/Office supplies
- Altoona/Johnstown Payroll assistance
- Altoona/Johnstown PTO management
- Calculating monthly sales commissions
- Invoicing – answering client questions concerning invoicing
- Notarizing invoices

Qualifications

- Associates Degree in Business or a related field, or 2 years of relevant work experience
- Highly organized and detailed oriented with ability to multitask
- Excellent computer skills including experience with Google Workspace
- Problem solving skills
- High level of energy with a good attitude

Job Benefits

Great benefits, 401K, paid holidays, PTO and weekends off!
Work for a company that understands the work-life balance!

To Apply

Please Contact:

Bobbi Castellucci
Market Manager/General Manager
814-941-9800 Ext. 102
bcastellucci@7mountainsmedia.com

Hiring organization

Seven Mountains Media

Employment Type

Full-time

Job Location

1 Forever Drive, 16648,
Hollidaysburg, Pennsylvania

Date posted

March 7, 2025

Valid through

30.04.2025

SEVEN MOUNTAINS MEDIA IS AN EQUAL OPPORTUNITY EMPLOYER.