

*Our Mission:  
"Serve as Trenton's  
preferred source for  
hometown news and  
information."*



**Trenton**  
**TRIB**  
OUR HOMETOWN NEWSPAPER



Trenton Trib, LLC  
PO Box 213  
Trenton, MI. 48483  
734-676-0850  
[www.trentontrib.com](http://www.trentontrib.com)  
[info@trentontrib.com](mailto:info@trentontrib.com)

### **Trenton Trib Office Assistant**

**Salary:**  
**\$8-9/hour based on experience**

**Duties:**

Work will include maintaining new business for the Trenton Trib newspaper under direction of Trib staff members as well as learning the newspaper business. An ability to take direction and complete all tasks by the stated deadline is essential. All advertising contents are the property of the Trenton Trib and must not be shared with any other individuals or organizations.

An ability to take direction and complete all tasks by the stated deadline is essential. Includes ability to attend a weekly sales meeting. Needs to be able to contact regular clients as assigned via, phone, email or in person for all ad details by the 15<sup>th</sup> of the month.

**Other Duties Include:**

- **1 Hour weekly sales meeting Thursday at 2pm.**
- Sales training as assigned
- Making telemarketing calls with experienced sales staff
- Website training- content input
- Photos
- Mailers
- Updating/pursuing new locations
- Collections/payments
- Updating Memo pad and Shout outs
- Updating Client Excel list plan
- Facebook/social media posts
- Testimonial ads
- Business paper delivery
- Greeting walk in customers and readers with enthusiasm and courtesy
- Special projects

Must sign waiver of Non-compete/Confidentiality  
SS# \_\_\_\_\_