



TRAFFIC DIRECTOR

Job Position: Traffic Director / Milford, DE

Description: This position focuses on the processing of commercial orders and logs. Communication and interaction with sales staff and program directors is critical. This job consists of entering and scheduling all on-air commercials for five radio stations, reconciling commercial logs and generating reports both weekly and monthly of scheduled data. Excellent computer skills are required. The ideal candidate must be detail oriented. Other duties include preparing weekly affidavits for network commercials; assisting the Business Manager with billing and co-op scripts; scheduling commercial production; and greeting visitors and answering phones as backup for switchboard.

Experience: Preferred but not necessary. Will train.

Work hours: 40 hours per week minimum. Monday-Friday, 8am to 5pm, 1-hour non-paid lunch. Possible extra weekend hours.

Salary: Competitive Wages Based on experience and performance.

Contact: Email your resume and cover letter today to: careers@forevermediainc.com. All applicants held in strict confidence.

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(PLEASE POST IN YOUR FACILITY FOR 30-DAYS)

01/19/2022: Posted: Altoona, PA; Brownsville, PA; Cumberland, MD; Easton, MD; Franklin, PA; Havre de Grace, MD; Johnstown, PA; Lebanon, PA; Meadville/NWPA; Milford, DE; Sharon, PA; Pittsburgh, PA; State College, PA; York, PA; Wilmington, DE