

Job Posting

Position: (Full Time)	Traffic Coordinator-Alberta
Reports to:	Traffic Manager-Alberta
Station(s)	X92.9 FM
Location:	Calgary
Application Deadline:	August 13, 2010

Only those candidates selected to interview will be contacted and no phone calls please

Basic Purpose: To co-ordinate and enter commercial and promotional orders ensuring each runs as ordered; true to Harvard Broadcasting policies on inventory, credit and rate clients specifications. Accuracy and detail are the most important aspects of this position.

Essential Duties and Responsibilities:

- Reconciliation of previous days logs
- Input all programming/promotional and National contracts
- Print contract confirmations, match and check against orders
- Pull missing copy reports
- Build and send logs to Automation
- Liaison with Creative to ensure all carts are entered
- Provide general traffic back-up to GSM, GM and Traffic Manager
- Liaison with Accounts Receivable to ensure accurate invoicing and month end reporting

Essential Knowledge and Skills:

- Previous traffic experience is an asset
- Experience with Microsoft Office software a must
- Previous experience within the radio industry an asset but not required

Essential Requirements:

- Demonstrated organizational and time management skills
- Ability to multi-task with keen attention to detail
- Ability to work independently, while functioning well in a team environment
- Ability to calmly manage a deadline driven environment with a full, busy workload

Send Resumes to:

X92.9
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Harvard Broadcasting values diversity in its work force and is committed to Employment Equity.