



## Traffic Coordinator

Job Description: Traffic Coordinator  
Supervisor: Market Manager  
Work Schedule: Full Time 8am – 5pm Monday-Friday (40 hours week)  
Salary: DOE

### **Responsibilities:**

This position is responsible for entering sales orders, scheduling commercials, data entry, producing daily logs, filing, and completing affidavits for seven radio stations broadcasting from one facility.

### **Job Requirements:**

Successful candidate should have the following skills and abilities:

- Assist with the supervision and training of data entry personnel
- Basic Accounting/Recordkeeping knowledge
- Possess a high degree of data entry speed and accuracy
- Excellent prioritization and organizational skills
- Work well under pressure in close proximity to other staff
- Be able to process multiple assignments/tasks
- Interact well with co-workers at all levels of the organization
- Ability to handle multiple line phone system
- Answer phone pleasantly and assist customers quickly

Ideal candidate will also have 3-5 years radio or television broadcast experience and proficiency in CBSI /Marketron software or other broadcast traffic software.

This is a full time position with benefits and paid vacation. Qualified candidate must be able to work from 8:00AM to 5:00 PM Monday – Friday and have reliable transportation. Wage DOE

Available: Until Filled

How to Apply: Send 1 copy of resume along with a cover letter to:  
Radio Spokane  
Attn: Human Resources  
1601 East 57<sup>th</sup>  
Spokane, WA 99223

Applicants can apply in person at the location above.  
or Email: [dhombel@radiospokane.com](mailto:dhombel@radiospokane.com)

**\*\*\*Please no Phone Calls\*\*\***

Mapleton of Spokane, LLC dba Radio Spokane is an Equal Opportunity Employer. All minorities are encouraged to apply.

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