

POINT BROADCASTING LLC

Gold Coast Broadcasting • High Desert Broadcasting • LC Media • Point4Digital • Point Five • Point Ten Broadcasting • Rincon Broadcasting • Riverdale Broadcasting • RZ Media

Employment Opportunity

Job Title: **Traffic Coordinator Level I**

Radio Station or Department: Accounting – High Desert Broadcasting

Days & Hours: Monday – Friday, 8:00 AM – 5:00 PM

Range of Compensation: \$16 – 19 per hour depending on experience.

APPLICATION DEADLINE: March 07, 2023

Point Broadcasting LLC is searching for an individual with exceptional attendance, accuracy and efficiency with data entry and office admin skills.

Essential functions:

- Maintains front desk to include answering phones, greeting all guests and prize distribution.
- Filing and creating new files
- Mail and stamp invoices and statements
- Input Contracts as assigned. Print confirmation and verify spot totals and dollar amount. Email confirmations to AE listed. All contracts are entered within 24 hours of receipt.
- Pull all Traffic Reconciliation reports daily by 10 am for stations assigned and reconcile logs.
- Edit commercial logs for station
- Communication with stations to ensure instructions are clear and appropriately reflected in system.
- Maintain rapport with sales executives and management
- Additional duties assigned.

Employee Benefits: Paid Vacation & Holidays, Medical, Dental and Life Insurance, Supplemental Insurance – AFLAC and 401K Plan.

Name / Title of Contact: Direct all correspondence to, ATTN: Marissa Garcia, H.R. Director

Email: marissa.garcia@pointbroadcastingllc.com

Fax: 805.477.0242

**Interested applicants should submit a cover letter
and resume including salary requirement**

Visit all of our radio station websites through: www.pointbroadcastingllc.com!

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