

MANAGER OF TRAFFIC & CONTINUITY

Employer seeks an individual to manage the Traffic & Continuity function of the Underwriting Department. In addition to supervising the Traffic & Continuity Coordinator, the selected candidate will generate all billing and invoices/affidavits; review affidavits and resolve discrepancies; produce, distribute and debrief program logs on a daily basis; produce all required avail and billing reports; schedule makegoods; enter traffic orders and produce confirmations, etc. Serve as a liaison with the Finance department in the compilation of required reports.

Requires a Bachelors degree in Communications or related field and a minimum of five (5) years progressively responsible experience in a broadcast sales environment; Markitron experience a plus.