Description

Cox Media Group Ohio is looking for a Broadcast Traffic Assistant for WHIO-TV and Radio. Are you ready to be challenged in a deadline driven, fast paced, evolving Media Company?

Cox Media Group has an opportunity for you working as a broadcast traffic assistant for WHIO-TV and Radio. This ideal candidate will provide internal and external customer support to implement advertising media schedules and products for sales. This role requires high-level administrative and communication skills and will be responsible for log formatting, processing traffic and copy instructions for local and national advertising. This individual will also serve as a support in other capacities within the traffic team which includes: online reporting with our networks, radio logs and other duties as assigned within the operations support team. Successful candidates must be proficient in Microsoft office products, have excellent verbal and written communication skills and be an excellent problem solver working in a team and open environment.

Qualifications

Minimum Qualifications/Experience:

- Associates or Bachelor's degree and 2 years of experience in a high level administrative position or 3 to 5 years equivalent experience in an administrative role.

Ansøg dette job

Find stillingen online og send din ansøgning og CV

careers@graduateland.com  https://jobbank.au.dk/da/j/4-dq8
Broadcast Traffic Assistant (TV)

- Experience working in a deadline driven/fast paced work environment.
- This role requires administrative skills and will be responsible for log formatting and requires ongoing communication with programming and marketing. Must have excellent communication, problem solving, attention to detail, organization and prioritization skills and be customer focused.
- Be able to work independently but in a team environment.
- Troubleshoot issues as needed and complete tasks as assigned to meet deadlines.
- Proficient in using Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Exercise discretion and handle confidential materials and information.
- Serve as a support role in other capacities within the traffic team which could include network, reporting, radio logs and other duties as assigned.
- Take initiative to provide solutions when solving customer concerns/issues.
- Must be able to work non-traditional hours as needed.

Preferred Skills:

- Previous experience working in a media platform.
- Knowledge of sales workflow and sales practices helpful.
We offer these excellent benefits:

- Medical
- Dental
- Vision
- Pension
- Paid Time Off
- 401k with a company match
- Onsite fitness center and dining facilities

Primary Location

US-OH-Dayton-1611 S Main St

Job schedule

Full-time