



Job Posting
TRAFFIC DIRECTOR

Job Position: Traffic Director / Hanover or Lebanon, PA
For Milford, DE Stations

Description: This position focuses on the processing of commercial orders and logs. Communication and interaction with sales staff and program directors is critical. This job consists of entering and scheduling all on-air commercials for five radio stations, reconciling commercial logs and generating reports both weekly and monthly of scheduled data. Excellent computer skills are required. The ideal candidate must be detail-oriented. Other duties include: preparing weekly affidavits for network commercials; assisting the Business Manager with billing and co-op scripts; scheduling commercial production; and greeting visitors and answering phones as backup for switchboard.

Experience: Preferred but not necessary. Will train.

Work Hours: 40 hour per week minimum. Monday-Friday, 8 a.m. to 5 p.m., 1-hour non-paid lunch. Possible extra weekend hours.

Salary: Competitive wages based on experience and performance.

Contact: Email your resume and cover letter today to:
careers@forevermediainc.com.
All applicants held in strict confidence.

* Forever Media, and its affiliates and their Radio Station(s) do not and shall not discriminate, in any manner on the basis of race, ethnicity, religion, gender, or age respecting their recruiting, employment or advertising practices.

08/11/22: Posted: Altoona, PA; Brownsville, PA; Cumberland, MD; Easton, MD; Franklin, PA; Havre de Grace, MD; Johnstown, PA; Lebanon, PA; Meadville/NWPA; Milford, DE; Sharon, PA; Pittsburgh, PA; State College, PA; York, PA; Wilmington, DE.

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