



Position: Traffic Director

Location: Malta, NY

We have an exciting opportunity for an experienced Traffic Director with our Malta, NY Radio Group. The stations include 101.3 The Jockey, Mix 106.1, Sporty 1240AM NBC Sports Radio & 900AM WABY. This individual must possess strong analytical skills and the ability to collaborate with Sales, Programming and Business Management teams to maximize revenue through effectively managing perishable inventory. If you like intensive but rewarding work and can balance your workload, please send your resume to [hr@empirebroadcasting.net](mailto:hr@empirebroadcasting.net)

#### Required Skills

- Responsible for daily broadcast log including but not limited to: input of client advertising contracts and co-op script; input of commercial material and instructions; manual replacement of unresolved exceptions; manipulation of commercial spots to maintain proper separation between commercial spots from similar products.
- Manage logs for multiple stations along with streaming,
- Enter and revise orders
- Schedule network/barter requirements
- Complete network/barter affidavits
- Reconcile logs daily
- Accurately process production orders daily
- Assist Account Executives and their clients to achieve 100% accuracy in their copy rotation
- Work with Production Department to ensure all audio is present
- Generate and review daily program logs for multiple stations
- Prepare daily reports for sales, traffic and accounting
- Research and problem solve items related to Continuity and Production
- Basic clerical functions (filing, copying and document preparation)
- And other tasks as assigned
  
- Required Experience
  - 2+ years of experience in Radio or TV Broadcasting Traffic Management.
  - Proficiency with traffic scheduling computer programs (Aquira, Marketron, Viero, Radio Fusion and PPO are a plus)
  - A strong emphasis on attention to detail and excellent organizational skills are a must.
  - Must have strong computer skills.
  - Must have strong written and verbal communication skills.
  - Must have strong analytical and problem solving skills.
  - Must be able to work in a team environment in a fast-paced rapidly-changing environment.
  - Must be a self-starter who takes initiative and can work with minimal supervision.

- The ideal candidate will be positive, responsible and reliable.
- The ability to work under tight deadlines, within a team environment and handle stress and related pressures will be essential for success in this position.

Empire Broadcasting is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, veteran status, genetic information, or any other legally protected classification or status.

Send Resumes to: [hr@empirebroadcasting.net](mailto:hr@empirebroadcasting.net)