

JOB VACANCY ANNOUNCEMENT
Traffic Coordinator
JOB # 11-0093

Full-Time, Non-Exempt Position

Posting Date: **11/01/22**

Position Description:

AGM California, Inc. - San Luis Obispo Office - is currently seeking a Traffic Coordinator for our cluster of radio stations. The ideal candidate is an individual who enjoys working in a fast-paced, high-energy office and possesses acute attention to detail paired with a high rate of accuracy. An individual with experience or background in radio and voice tracking. Heavy departmental interaction. Detail and accuracy are essential. High confidentiality. Computer and organizational skills are required.

Duties and responsibilities include but are not limited to: Inputting sales contracts, logs, billing, and scheduling; voice tracking; producing end-of-month reports; creating digital graphics; assisting the business manager in needed areas; etc.

Selection Criteria: Must have two or more years of experience in traffic and/or accounting; Must have excellent organizational skills, be detail orientated, be a team player, have strong time management, and have the ability to prioritize. Two or more years in voice tracking are required. Prior Marketron experience is a plus!

Submit resume to: agmslojobs@gmail.com

Must reference Job #11-0093 AGM California, Inc. is an EOE

No Calls Please.