

POINT BROADCASTING LLC

Gold Coast Broadcasting • High Desert Broadcasting • LC Media • Point4Digital • Point Five • Point Ten Broadcasting • Rincon Broadcasting • Riverdale Broadcasting • RZ Media

Employment Opportunity

Job Title: **Traffic Coordinator Level I**

Radio Station or Department: Accounting – High Desert Broadcasting

Days & Hours: Monday – Friday, 8:00 AM – 5:00 PM

Range of Compensation: \$16 – 19 per hour depending on experience.

EXTENDING JOB POSTING – ENDS June 15, 2023

or until the position is filled.

Point Broadcasting LLC is searching for an individual with exceptional attendance, accuracy and efficiency with data entry and office admin skills.

Essential functions:

- Maintains front desk to include answering phones, greeting all guests and prize distribution.
- Filing and creating new files
- Mail and stamp invoices and statements
- Input Contracts as assigned. Print confirmation and verify spot totals and dollar amount. Email confirmations to AE listed. All contracts are entered within 24 hours of receipt.
- Pull all Traffic Reconciliation reports daily by 10 am for stations assigned and reconcile logs.
- Edit commercial logs for station
- Communication with stations to ensure instructions are clear and appropriately reflected in system.
- Maintain rapport with sales executives and management
- Additional duties assigned.

Employee Benefits: Paid Vacation & Holidays, Medical, Dental and Life Insurance, Supplemental Insurance – AFLAC and 401K Plan.

Name / Title of Contact: Direct all correspondence to,
ATTN: Erika Bermudez, Traffic Manager
Email: Erika.bermudez@pointbroadcastingllc.com
Fax: 805.477.0242

**Interested applicants should submit a cover letter
and resume including salary requirement**

Visit all of our radio station websites through: www.pointbroadcastingllc.com!

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