

Job Description – Traffic Manager (Full-Time)

General Responsibilities

Reporting to the Sr. Vice President of Programming and Operations, this full-time position assists many programming and sales functions mainly in data entry, clerical and operational procedures.

Requirements

1. Proven self-starter and team player, able to perform multiple detail oriented tasks.
2. Must be able to effectively use Microsoft Office, Excel, Word etc and have the ability to learn new software systems for sales data entry.
3. Proven Christian testimony and character with an adherence to WLMB's Statement of Faith.

Description

1. Perform operational/traffic tasks on a regular basis including but not limited to:
 - a. Generating daily logs of programming
 - b. Entering all contract data for traffic
 - c. Monitor, verify and correct contract run schedules
 - d. Generate billing and accounts receivable of programming clients
2. Various administrative & office functions such as answering viewer questions via phone and/or email.
3. Assist the sales department and serve as an inside contact for commercial and/or programming clients.
4. Any other task as assigned by supervisor

This is a full-time position of approximately 40 hours per week, Monday through Friday, 8:00am to 5:00pm. Full-time position includes 100% employer paid medial insurance, 401k plan, along with vacation and holiday pay.

Please send completed application, resume and cover letter to:

WLMB TV-40
Programming/Sales Assistant Position
825 Capital Commons Drive
Toledo Ohio 43615

Or email, jmillslagle@wmb.com

WLMB-TV 40 is an equal employment opportunity employer, however WLMB has chosen to elect the “religious exemption” (as allowed by Federal law through the rules and regulations of the Federal Communication Commission) so we can select employees based on religious beliefs consistent with the mission statement and the Articles of Incorporation of WLMB-TV 40.