

Traffic Assistant/Continuity Director's job description

- Handle coordination of copy, media numbers and timely production of commercial and infomercial matters.
- Assist Traffic Director in proper assignment/rotation of commercial matter for billing purposes.
- Facilitate copy.
- Follow up AE's on routine traffic instructions.
- Maintain tapes in an orderly filing arrangement to insure proper disposition of copy after airing.
- Keep accurate records on all copy for a simple audit trail of handling.
- Provide Traffic Director with such assistance needed to ensure accurate and efficient identification of all commercials.
- Additional responsibilities.

Required Skills/Education & Certification:

- High school diploma or GED.
- Broadcast experience in school or actual radio/TV environment preferred.
- Good computer skills.
- Bilingual a plus.

Email resumes to: rmartinez@lbimedia.com or fax to: 713.315.3508