

Liberman Broadcasting, Inc.

Job Description

Full-time TV Traffic Continuity Assistant for major Spanish Television broadcaster.

Title TV Traffic Continuity Assistant

Department(s) KRCA-TV – Channel 62 - Television Programming

Reports to TV Traffic Manager

Job summary

We are KRCA-TV (Channel 62), a Liberman Broadcasting, Inc. (“LBI”) owned and operated Spanish television station, and we're looking for a great TV Traffic Continuity professional to join our team. We want to talk with you if you have the necessary skills and experience. LBI is an Equal Opportunity Employer.

Summary of essential job functions

The successful candidates duties will include, but not limited to, entering all network schedules, completing all network affidavits, verifying commercial logs on a daily basis and assist continuity with entering commercial copy. Contribute to the maintenance of a positive, team-oriented atmosphere. Ensure that problems or abnormal trends that could jeopardize quality disrupt work flow, or impact cost and schedule objectives are reported immediately for corrective action. Ensure quality standards are met and comply with company client specifications.

Minimum requirements

The position requires Marketron experience, strict attention to details and accuracy, and the ability to meet and work in deadline. They must be self-motivated, creative, with the ability to multi-task in a fast paced environment. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All employees are expected to bring a positive attitude to the work place and be cheerful, cooperative and productive. In addition, the right candidate must have:

- Some college coursework and previous traffic and continuity experience preferred (1-3 years).
- Must also have basic knowledge of MS office products, i.e., MS Word and Windows environment.
- Keyboard typing speed of 35 words per minute.
- Must have reliable transportation.
- Bilingual (English/Spanish) is a plus but not necessary.

Contact

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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.