



## TRAFFIC DIRECTOR

**Job Position:** Traffic Director

**Description:** This position focuses on the processing of commercial orders and logs. Communication and interaction with sales staff and program directors are critical. This job consists of entering and scheduling all on-air commercials for broadcasting and generating reports both weekly and monthly of scheduled data. Excellent computer skills are required as this job is based on data entry. Accuracy is a must. Greeting visitors and answering phones as backup for switchboard may also be required.

**Experience:** Preferred but not necessary. Will train.

**Work hours:** 40 hours/week minimum. Monday-Friday, 8pm to 5pm, 1 hour non-paid lunch. Possible extra weekend hours.

**Salary:** Competitive Wages Based on experience and performance.

**Contact:** email your resume and cover letter today to:  
careers@forevermediainc.com. All applicants held in strict confidence.

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(PLEASE POST IN YOUR FACILITY FOR 30-DAYS)

March 15, 2019 Posted: Altoona, PA; Brownsville, PA; Bellaire, OH; Cumberland, MD; Easton, MD; PA; Meadville/NWPA; Pittsburgh, PA; State College, PA; York, PA