



Salem Communications Seattle

2201 Sixth Ave., Suite 1500, Seattle, WA 98121



Job Opening

Position Title: Traffic Manager

Opening Date: February 1, 2010

Closing Date: Until filled

Company:

Salem Communications Corporation is a leading broadcaster of religious programming and informative talk. The company owns and operates commercial radio stations in major markets throughout the United States. **Salem is an Equal Opportunity employer.**

Position Summary:

Manages the Traffic Coordinator and overall department functions. Entry and maintenance of infomercial, spot local and National Programming contracts. Responsible for all continuity functions, including maintenance of cart# database and scheduling of all copy. Daily log formatting, generation, grooming, transfer and reconciliation. Manage schedules for all clients, ensuring proper and complete airing and billing. Trouble shooting for clients, responding to client inquiries about air times. Revenue reporting, including daily and weekly audit reports. Month end preparation for billing. Assisting sales staff in contract and continuity procedures, paperwork and follow through. Inventory maintenance and management. Management of promos, EAS tests, PSA's, SRN's, Trade and Network barter. Other duties such as filing, faxing affidavits and software maintenance.

Salary:

D.O.E

FSLA:Hourly/Non-Exempt

Benefits:

*11 paid holidays

*401K

*10 days paid vacation after one year of service (based on accrual)

*6 days paid sick leave (based on accrual)

*Medical, Dental, Vision, Flex Plan

*Paid parking

Requirement of Position:

Minimum (2) years of Traffic Manager experience. Proficient in Word, Excel, Outlook, Internet. Experience with Marketron's Deltaflex (formerly Wicks & CBSI) preferred. **Bi-Lingual a plus.**

Personality Traits:

Flexible, organized, team-minded, high-energy individual with good organizational skills. Able to work with little supervision. Excellent written and verbal skills are a must with the ability to adapt to a changing and challenging environment.

Contact:

Jobs@salemradioseattle.com or Fax 206-777-3236 Emails or faxes only.

Please provide position title of interest, resume, salary requirements and cover letter