



CRAWFORD BROADCASTING COMPANY

d/b/a

WPWX-FM Radio 92.3, WYCA- FM Radio 102.3, WSRB FM Radio 106.3, WYRB FM Radio 106.3 FM

JOB OPENING: Traffic Coordinator

WPWX/WSRB/WYCA/WYRB is currently seeking to fill one full time Traffic Coordinator representative in our traffic department. This job is responsible for assigning the appropriate audio to commercials, process all production requirements, and process files into our station automation systems for airing. Error free data processing is a must. The following is a list of job qualification and/or duties that are required for the position:

1. Must possess strong analytical and mathematical skills;
2. Must be capable of working in a fast-paced deadline driven environment;
3. Must have strong computer skills, be a proficient typist, and have proficiency in Microsoft Word and Excel. There is a lot of data entry in this position. The position also requires expertise in our traffic and automation software, however training will be provided on these systems.
4. Must be detailed oriented;
5. Must be able to follow written instructions unsupervised;
6. Must be able to multi-task
7. Must have strong organizational skills- a large volume of paperwork flows through this position and filing/organization is a must;
8. Must be capable of troubleshooting and researching discrepancies;
9. Must be able to provide backup support to other positions within traffic as needed
10. Candidate must be able to work in a team-based environment with strong communication skills

NO PHONE CALLS PLEASE! IN ORDER TO APPLY FOR THIS POSITION, YOU MUST INDICATE IN YOUR COVER LETTER HOW YOU HEARD OF THIS JOB OPENING.

Please email your resume and cover letter to: careers@crawfordbroadcasting.com. Please place traffic-coordinator in the subject line.

You can also mail your resume and qualifications today to:

Attn: TRAFFIC COORDINATOR POSITION
Crawford Broadcasting, Inc.
6336 Calumet Avenue
Hammond, IN 46324

Crawford Broadcasting Company/Dontron, Inc. is an equal opportunity employer.

The Equal Employment Opportunity Program of Crawford Broadcasting Inc seeks to hire qualified applicants without regard to race, religion, color, national origin or sex, and we ask your assistance on a continuing basis as we recruit for all full-time job openings.