



**Davis Broadcasting Inc.**  
**Job Opening for Front Desk Administrator/Assistant Traffic Manager**  
**(Full-Time Position)**

Posting Dates: September 1, 2022 – October 30, 2022

**Davis Broadcasting Inc.** is a locally, minority, and family-owned business committed to serving the community while providing broadcast excellence for over 36 years. Our mission is to provide impactful, informative, trusted, and entertaining programming to the local Tri-city community. We work to provide targeted audiences for our advertisers through the utilization of the 6 radio properties of Davis Broadcasting of Columbus and all digital assets and to intentionally and consistently provide services, events and programming that strengthen the civic and cultural life of our local and regional communities.

Davis Broadcasting is looking to hire a full-time office administrator/ assistant traffic manager.

**Key Responsibilities:** This position is responsible for overseeing clerical tasks, such as sorting and sending mail, office supply management, maintaining files, welcoming visitors, answering phones and taking messages, and ensuring the office runs smoothly. In addition to basic receptionist duties, this person will serve as an Assistant Traffic Manager with duties that include preparing logs using the Marketron System in addition to the creation, scheduling, processing , and contract generation for submission to the programming department.

**Qualifications:**

- A minimum of a high school diploma, GED, or a substitute on-the-job experience.
- Friendly, engaging personality

**What we offer:**

- Medical, Life, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

Salary is based on education and experience.

To apply, please send your resume and additional contact information to [newhire@dbicolumbus.com](mailto:newhire@dbicolumbus.com)