



Job Description:

Job Title: Traffic Coordinator
Reports to: Director of Network Operations
Location: Atlanta, GA

Summary

Primary function is to process all scheduling procedures integrated between Grip-it and Wide Orbit traffic system. Coordinate promo inventory activities and provide scheduling support across all departments. Process advertiser instructions, copy data, and media delivery.

Essential Duties and Responsibilities

- Schedule media rules using Grip-it optimization in coordination with our on-air strategy and planning initiatives.
- Enter advertiser traffic instructions, manage traffics inbox, and process all commercials media assets.
- Schedule and oversee all ad-sale and barter commitments allocated during promo inventory.
- Provide back-up support for scheduling operations and traffic services.
- Liaison between programming, creative services, and Master Control to insure on-air media is delivered and scheduled accordantly.
- Schedule navigational elements and all secondary items according to promo strategy indicated by planner.
- Performs final QC of the log before it's release to Master Control.
- Pulls daily as-run reports and individual advertiser campaign reports as requested.
- Process log changes as needed and confirm proper scheduling with Master Control
- Performs other related duties and on-air activities as necessary or assigned.

Education/Experience

College degree required. Should have minimum of 2 years of experience in television scheduling and/or network operations environment. Desirable qualities: promo scheduling experience; knowledge of wide orbit traffic system; strong organizational and communication skills; highly motivated; works well in team environment and has ability to multitask and comprehend the "bigger picture." Must be extremely detail oriented

Computer Skills

To perform this job successfully, an individual must be proficient with Microsoft Office (Outlook, Word, Excel, PowerPoint). Experience with Wide Orbit a plus.

Certificates and Licenses

No certifications needed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Application Process

To apply, submit your resume to Human Resources at <https://app.trinethire.com/companies/183-uptv/jobs/12205-traffic-coordinator>

For information on our company, visit www.uptv.com