



## **Job Description:**

**Job Title:** Traffic Coordinator (temporary)  
**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-up-tv-aspire-tv/jobs/14563-traffic-coordinator-temporary-role>

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