



Job Description – Traffic Coordinator

Full-time, Remote position

Myers is growing our Traffic and Scheduling team! Our dedicated team of Traffic Coordinators keep our client stations on the air and broadcasting 24/7 in markets across the country.

The ideal candidate is team-oriented while maintaining the ability to work independently in a fast-paced, deadline-driven environment. Must have a strong work ethic, be able to focus on details and consistently strive to exceed client expectations.

The successful candidate will produce and reconcile daily program logs, schedule broadcast elements including programs, underwriting announcements, promotional spots and input underwriting schedules and production orders. They will update and manage programming and assist station teams with the cultivation of reports and gathering of information via Myers' ProTrack software solution.

As part of the Myers Traffic and Scheduling Team you will learn inventory control, database library management, broadcast automation skills and how to solve logistical issues. All hardware, software and training required to perform the job responsibilities will be provided.

Apply now to join our amazing team of dedicated television professionals. This is a full-time, remote position. Experience in the broadcast industry is a plus but we will provide comprehensive training for the right individual.

The Traffic Coordinator prepares daily commercial and program logs for multiple stations.

Daily tasks include:

- Management of spot inventory
- Input of spot material
- Daily log editing and submission to automation
- Other duties as assigned

Requirements & Skills:

- High School diploma
- Excellent communication skills, both oral and written
- Meticulous data-entry skills
- Minimum one year experience in clerical support or administrative assistance
- Proficiency with computers and ability to learn new software quickly

Additional Information:

Hiring Salary Range: \$40,000.00 – \$60,000.00.

Starting pay for the successful applicant depends on a variety of job-related factors, including but not limited to experience, qualifications, and relevant skills. The benefits available for this position include medical, dental, vision, 401(k) plan, life insurance coverage, disability, and PTO.

Myers is proud to be an equal opportunity workplace/employer. We are committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, and Veteran status.

If interested in this position, please send your resume and cover letter to employment@myersinfosys.com