

TRAFFIC DIRECTOR/RECEPTIONIST: CENTRALIA/MT. VERNON

Location: Centralia (IL) with likely growth opportunity to Mt. Vernon (IL)

Hours: Weekdays (8a-5p) with possible evenings and weekends at station events

Withers Broadcasting Companies seeks a full-time Traffic Director & Receptionist for the radio stations WRXX & WILY in Centralia with additional training at WMIX-AM/FM & WDML in Mt. Vernon. Responsibilities of the position include, but are not limited to:

- Inputting broadcast commercial orders into the traffic/billing system for each station
- Inputting broadcast commercials and programming into automation systems for each station
- Daily composure of broadcast commercial logs for each station
- E-mailing weekly projection/aging reports to sales staff for each station
- Inputting daily accounts receivables into the traffic/billing system
- Prepare and send monthly client billing of invoices and statements
- Daily mailings and banking
- Answering the phones and greeting customers in a friendly and respectable manner
- Taking messages and/or transferring to voicemail
- Assisting the Withers Broadcasting Corporate Comptroller in daily duties as needed such as filing, mailings, and other duties as assigned

Hiring requirements:

- Applicants are required to have moderate to advanced computer skills and software experience including Microsoft Word, Excel and PowerPoint.
- Applicants are required to have a valid driver's license, reliable transportation, and a history of work punctuality
- Applicants must have basic accounting/math skills
- Prior radio experience is greatly preferred (but not required) by means of previous radio employment, and/or an education at an institution with a student operated radio station and hands-on training curriculum. Those with prior radio experience will be prioritized first as there is potential for assisting in production, voicing announcements, and on air shifts.

Send your resume (and MP3 production demo if applicable) to:
hugo@mywithersradio.com. Please no phone calls.

Competitive market wage offered for this full-time position. Only E-mailed applications/resumes will be considered. Health Insurance and 401k are available.

Withers Broadcasting is an Equal Opportunity Employer.