

# TLN CAREER OPPORTUNITY

## *Traffic Coordinator*

An exciting opportunity for an enthusiastic, innovative and dedicated person to provide Traffic services to TLN and its family of channels. Responsible for coordinating the information required for creating and preparing the daily log for broadcast. Required to perform accurate data entry, maintain accurate and detailed data records, provide reporting and manage scheduling information. Customer service is a key element of this role as it interacts with multiple departments, external sources and is an extension of sales services.

### **Responsibilities:**

- ◆ Process sales contracts/revisions into VCI traffic system
- ◆ Enter scheduling instructions for commercials received from advertising agencies or clients
- ◆ Enter programming information and formats into VCI system
- ◆ Prepare Daily Program Logs for broadcast
- ◆ Perform Program Changes and associated contract preemptions & makegoods
- ◆ Reconcile program logs for accurate billing and CRTC Reporting
- ◆ Call and distribute reports to sales
- ◆ Perform other duties as requested

### **Skills and qualifications:**

- ◆ Previous traffic experience at a television station, specifically with VCI, would be an asset.
- ◆ Proficient in MS Office, Word and Excel programs
- ◆ Excellent data entry skills with ability to think beyond data entry
- ◆ A high degree of accuracy, attention to detail and organization
- ◆ Ability to work under the pressures of tight deadlines and multitask
- ◆ Customer service mindset with the ability to prioritize and meet deadlines
- ◆ Solution oriented with problem solving ability
- ◆ Strong initiative and self motivated
- ◆ Ability to work both independently and on a team
- ◆ Strong written and oral skills
- ◆ Fluent in the Spanish/Italian language is an asset
- ◆ An enthusiastic, friendly attitude contributing to a friendly respectful workplace

Interested applicants are invited to submit a resume **by February 24, 2012** to:

**TLN Human Resources – Attn: Ms. Terry Edmonds**

**Email – [HR@Tlnv.com](mailto:HR@Tlnv.com) or Fax 416.744.0966**

No phone calls please. Only those selected for an interview will be contacted.

*“TELELATINO IS AN EQUAL OPPORTUNITY EMPLOYER”*

THE TLN TELELATINO FAMILY OF CHANNELS

