



<https://7mountainsmedia.com/job/traffic-manager-meadville-pa/>

Traffic Manager – Meadville, PA

Description

Seven Mountains Media has an immediate opening for a Traffic Manager in our Meadville market. This position focuses on the processing of commercial orders and traffic logs, and includes the following responsibilities.

Responsibilities

- Complete daily commercial traffic logs and confirm accuracy
- Reconcile traffic logs, investigate any discrepancies, and produce reports pertaining to continuity.
- Entering and scheduling Digital, Creative & on-air orders
- Assign copy to spots for air
- Arrange and submit monthly billing
- Fulfill all co-op needs for our clients
- Greet and assist visitors as needed
- Back-up other Admin members in their duties as needed
- Communicate with multiple departments and external sources to ensure all elements of the commercial traffic log are accurate and complete.
- Assist clients, staff, and Management with miscellaneous requests
- Running daily and weekly reports
- 40 hours/week minimum

Qualifications

Excellent computer skills, ability to work in a group environment, meet daily deadlines, and strong attention to detail. Previous radio broadcast experience is a plus.

Job Benefits

Competitive Wages based on experience and performance.

How to Apply

Send your resume and cover letter today to: Leah Elbert at leah@7mountainsmedia.com

All applicants held in strict confidence.

Hiring organization

Seven Mountains Media

Employment Type

Full-time

Job Location

900 Water Street Downtown Mall,
16335, Meadville, Pennsylvania,
USA

Base Salary

\$ Based on experience - \$ Based on
performance

Date posted

April 17, 2025

Valid through

31.12.2025