



## Traffic Manager

As a Traffic Manager, you will work primarily **managing radio logs**, entering and posting contracts to ensure all avails are scheduled correctly, creating weekly reports and assisting the affidavits and billing process to shore up discrepancies. During busy periods, there is a constant adding and revising of orders which makes for a dynamic, fast-paced environment. You will also work with a range of audio network clients on a team of talented national sales and network affiliate solutions managers to drive sales results for Skyview Networks.

### Does this sound like you?

- Solution-oriented, resourceful, well-organized, highly dependable, and efficient
- Strong eye for detail
- Sound computer skills and the willingness to learn specialized software systems for contract entry and media buys
- Analytical skill set
- Ability to react quickly to fast-changing situations and keep a cool head under pressure
- Comfortable multi-tasking projects in conjunction with day-to-day activities
- Ability to work under strict and challenging deadlines, while maintaining a positive attitude
- College experience is preferred; college degree is favored
- **Knowledge of Excel formulas and experience with PowerPoint, Word and Outlook**

### Job Duties:

- Oversee avails weekly: manage inventory, schedule spots, control and organize audio files and agency paperwork
- Work closely with sales managers to layout inventory in client proposals
- Assist fulfillment and accounting departments in reconciling affidavits
- Communicate with media department to ensure accuracy of order entry and fulfillment
- Assist the General Manager with sales department projects including research and reports
- Coordinate contracts and manage inventory for the sales department
- Perform as a liaison between the sales and traffic departments
- Assist with various departments' projects
- Manage all phases of quantitative and qualitative research to support sales initiatives

### What is Skyview Networks?

Skyview Networks is a sports, entertainment and news broadcast technology and national sales company based in Scottsdale, Arizona. It has a dynamic list of audio partners including 100+ professional sports franchises, ABC Audio and CBS Audio. Working at Skyview, you will be part of an experienced,

team-oriented and hardworking group of people and be exposed to career growth opportunities within the company. For more information, visit [skyviewnetworks.com](http://skyviewnetworks.com).

**To Apply for this Position:**

1. Cover letter stating your interest in the position
2. Your current resume
3. Your salary requirements

Please submit application to [barbara@skyviewsat.com](mailto:barbara@skyviewsat.com).