

ICBC BROADCAST HOLDINGS, INC.

JOB DESCRIPTION

Continuity Coordinator

Department: Traffic

Reports to: Traffic Director/General Sales Manager

Employment Category: FT/

FLSA Code: Non-Exempt

GENERAL PURPOSE AND SCOPE OF POSITION:

Reports to Traffic Director, & General Sales Manager. Work with Sales Department and Production Department to ensure that copy is received in a timely manner, produced correctly by production in a timely manner and airs correctly.

POSITION RESPONSIBILITIES AND DUTIES:

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1. Enter continuity directions for all orders into the traffic system:
 - a. Assign correct cart #
 - b. Assign correct flight dates
2. Assuring correct commercial copy runs
3. Serve as backup to Traffic Director
4. Production orders filed daily

CRITICAL POSITION BEHAVIORS:

Analytical Thinking– Demonstrates the ability to understand situation or problem by breaking it apart into smaller pieces or tracing the implications of a situation in a step-by-step way. The ability to compare different features or aspects of a situation and rationally set priorities. The ability to identify time sequences.

Dependability/Reliability – Demonstrates an orientation towards consistent actions. Ability to be a resource.

Organization – Ability to set priorities, manage and maintain information in an orderly fashion and is able to produce or refer to information quickly. Follows-up proactively.

Initiative – The ability to take action and be proactive. Seeks not only to completing current task and objectives, but, also anticipates future opportunities and problems.

Communication – Demonstrates the ability to clearly and succinctly express ideas in both written and verbal form.

Detail Oriented – Thorough and accurate in accomplishing a task, focusing on all details no matter how small or how big.

I have received and read my job description. I understand my role and responsibilities as described and documented. I understand that management reserves the right to revise my job description as deemed appropriate.

EXPERIENCE, KNOWLEDGE AND SKILLS:

Computer Literate

Strong multi-tasking, organizational and follow-up skills

Strong communication and interpersonal skills