

ENTRAVISION.COM JOB POSTING FORM

Date Posted: 02/25/08

Location/Market (City, State): Midland, Texas

Media (Station Call Letters and Channel): KUPB/KEUS/KANG

Company Division: TV

Job Type (i.e. Part-Time, Full-Time): Part-Time

Job Title: Traffic Assistant

Job Description/Responsibilities: Traffic Assistant to work in a fast paced environment. The position requires an individual who has the ability to multi-task, is pro-active and willing to take ownership of responsibilities and accountability for outcomes. A high level of professionalism is a must as the position consists of interactions with Sales, Production and Promotions departments. Responsibilities consist of contract & copy entry, log editing in Marketron Traffic System, filing, word processing, typing correspondence. Job training is provided through peer-to-peer training. Perform other duties as assigned.

Job Requirements/Qualifications: The position requires proficiency in a Windows PC environment including MS Office, a self-starter who learns quickly, strong written and verbal communications, a high level of organization and time management skills with attention to detail as well as excellent interpersonal skills. Bilingual English/Spanish required. Prior experience in media Traffic a plus, but not /necessary as on the job training will be provided.

Salary: \$7.00/Hr.

Controller's Email: jagarcia@entravision.com

Division HR Email (except TV):