



## ***Internal Job Posting***

***Traffic Assistant (Part-time) (30 hours weekly) from 10am to 5pm with 1 hour lunch***

### **Required Skills**

- ) Excellent data entry skills
- ) Must have solid knowledge of Microsoft Office products and Windows environment particularly word-processing and data handling skills
- ) Strong organizational and time management skills
- ) Must have a positive attitude
- ) excellent organizational and administrative skills
- ) attention to detail
- ) ability to work effectively under pressure, react quickly, and meet tight deadlines
- ) Must be open to learn a new traffic platform (training will be provided)
- ) Able to understand Chinese and English.

### **Essential Duties & Responsibilities:**

- ) Key sales orders into traffic system for subsequent billing and logs
- ) Communicates with account executives to ensure clients' orders are received and entered properly
- ) Prepares daily log and prints and distributes log to operations personnel
- ) Performs additional clerical duties such as billing, filing and daily logs.

To apply, submit your resume to [job@am1470.com](mailto:job@am1470.com). Position will be closed if we found the right candidate. We thank all applicants for their interest, but only candidates selected for an interview will be contacted.

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Fairchild Radio is committed to Employment Equity and to providing a fair and equitable work environment. We encourage applications from qualified women, men, visible minorities, aboriginal peoples and persons with disabilities. If you need to be accommodated during any phase of the evaluation process, please contact our HR Dept. at 604-295-1234. All information received about accommodation will be kept confidential.

Fairchild Radio also respects your right to privacy. We have a firm policy of not selling, lending or disclosing your personal information. When we collect personal data, you can be assured that we will handle and store it in a secure manner. Your personal information will be kept confidential and destroyed after use.