



## **Traffic Assistant (Part-time) Maternity Leave Cover**

### **18 Month Term Contract**

Established in 1993, Fairchild Radio Group is Canada's only national multicultural radio network. With operations in Vancouver, Toronto and Calgary, Fairchild Radio has been serving the multicultural communities of Canada with three FM and two AM stations. Together, CJVB-AM1470 and CHKG-FM96.1 provides 141 hours of Cantonese programming, 105 hours of Mandarin programming, plus broadcasting services to more than 40 ethnic communities in over 40 languages on a weekly basis.

We are passionate about broadcasting and aim to create the best listening experience for our communities. Be a part of a team that ensures quality content for all our listeners and high level of customer responsiveness.

#### **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.
- Able to work Monday to Friday from 2pm - 6pm

#### **Required Skills and Qualifications:**

- Excellent data entry skills
- Strong organizational and time management skills
- Must have a positive attitude
- Team player with an upbeat and helpful attitude
- Excellent organizational and administrative skills
- Attention to detail
- Able to work independently
- 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)

This position is restricted to those legally entitled to work in Canada.

Submit your resume to [job@am1470.com](mailto:job@am1470.com). We thank all applicants for their interest, but only selected candidates will be contacted for an interview.

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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 people 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 accommodations 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.