

COMPANY: GRAY TELEVISION – KPTV
LOCATION: BEAVERTON, OR
PRIMARY INDUSTRY: TV
POSITION: TRAFFIC ASSISTANT
OPEN DATE: 8.3.23
CLOSE DATE: 10.31.23
FT/PT: FULL TIME

About KPTV:

KPTV is a Fox-affiliated television station licensed to Portland, Oregon. Owned by Atlanta-based Gray Television, it is part of a duopoly with Vancouver, Washington-licensed MyNetworkTV affiliate KPDX.

Job Summary/Description:

The Traffic Assistant will be responsible for inputting local copy instructions and maintaining the accuracy of the station's master logs. Will also assist the sales team as needed.

Duties/Responsibilities include (but are not limited to):

- * Working future inventory managing oversell for high-value programming
- * Maintaining the accuracy of the station's master logs
- * Edit rough logs by checking program accuracy, late additions, break times & advertiser competition
- * Input copy & liners
- * Maintain traffic instruction files
- * Run dub lists & filing
- * Answer sales team questions regarding orders, billing, and/or copy
- * Perform additional job-related duties as assigned/requested by sales management

Qualifications/Requirements:

- * Excellent attention to detail & organizational skills
- * Excellent data entry skills
- * Solid time management skills with the ability to multi-task, continually prioritize & meet tight deadlines
- * Works well under pressure
- * Ability to work independently with little supervision
- * Strong written & verbal communication skills
- * Previous traffic software experience preferred

If you feel you're qualified and want to work with a great group of people go to <https://gray.tv/careers#currentopenings>, you may type in the job title, station call letters, or click on "**apply now**", upload your resume, cover letter, and references

(Current employees that are interested in this position can apply through the **Gray-TV UltiPro employee portal**)

KPTV-TV/Gray Television Group, Inc. is a drug-free company

Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

Gray Television encourages all new employees to be fully vaccinated against the coronavirus virus prior to the first workday.

Contact:

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Apply Online URL:

https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/?q=&o=postedDateDesc&w=&wc=&we=&wpst=&f4=aR16eur0_I-KzoS65nhyhA

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER