



Traffic Coordinator

Channel Zero Inc. (CHZ) has an opportunity for a full-time Traffic Coordinator position at our Toronto office in The Junction (Keele & Dundas).

Key Responsibilities:

- Coordinate and apply agency traffic instructions / expedite commercial delivery
- Liaise with agency staff and Sales reps
- Time and fill daily program logs: monitor and move advertiser conflicts
- Adjust formats as per Programming / cue sheets
- Reconcile or-air logs for CRTC and billing purposes
- Process and revise sales bookings
- Other duties as assigned

Qualifications:

- Detail oriented and have the ability to work independently and as part of a team
- Excellent organizational skills and the ability to work in a fast paced, deadline driven environment
- Good judgment and resourcefulness to solve problems. Open, flexible and able to take direction
- Experience with Broadview and RepPack or other Broadcast Traffic / Management software an asset
- Proficiency with Excel and Office software

Application Deadline: June 14, 2019

Quoting ref# TC-2019-06, please send your résumé with cover letter and salary expectations, in confidence to: careers@chz.com (no phone calls please)

Channel Zero Inc. is a member of the Channel Zero group of companies and along with its subsidiaries, affiliates, and related companies is an equal opportunity employer dedicated to diversity in its workforce. Please note that all qualified candidates are encouraged to apply but applications from Canadians and permanent residents will be given priority. We thank all applicants for their interest; however, only selected candidates will be contacted. No telephone calls or agencies please.

About Channel Zero Inc.

Channel Zero is an independent Canadian media company that owns over-the-air channel CHCH-TV and a bouquet of specialty channels including Rewind, Silver Screen Classics, and Halla Bol Kids TV, Canada's first South Asian HD TV channel. Channel Zero's digital sales agency Junction Digital offers advertisers marketing solutions on our owned and operated websites, as well as through our trading desk. The film division of Channel Zero features Ouat Media, an Academy Award® winning film sales and distribution company. Channel Zero's head office is located in Toronto, Ontario. For more information, please visit chz.com.



PO Box 6143, Station A
Toronto, ON M5W 1P6
T: 416.492.1595
F: 416.492.9539