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INTER-TRIBAL COUNCIL  
OF NEVADA

November 8, 2018

Inter-Tribal Council of Nevada  
HR Dept – Job Board  
P.O. Box 7440  
Reno, NV 89510

Attn: HR Dept – Job Board

Reno Media Group, representing nine radio stations in Reno, is in search of the right candidate to be part of our traffic department as a Broadcast Traffic Manager. Would you please post this opening and send us any referrals you may have?

Our Traffic Managers work in a positive team environment managing the daily scheduling of on-air radio commercials; reconciling commercial logs; sales order input, including changes and cancellations; assigning production copy to commercial spots; managing commercial inventory and communicating with sales managers in “sold out” situations. This department also works with the Business Manager to help with invoicing and other accounts receivable related issues.

Job Qualifications:

- Excellent Data Entry skills – minimum of 2 years experience
- Computer skills – Excel, Word, ability to learn new software
- Must be detail oriented – accuracy is key
- Must be a Team Player – you will be sharing office space and responsibilities with your co-Traffic Manager and this position is also a vital link between the sales and programming departments.
- Dependable – this position is very integral to our business so being present every day is important. There are daily deadlines that must be met.
- Ability to work under pressure / Prioritize / Balance work load – interruptions happen daily with issue that require immediate attention and deadlines must still be met.
- Positive Attitude
- Self Motivation
- Conflict Resolution / Problem Solving / Decision Making
- Accept accountability

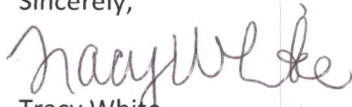
If anyone is interested, please have them forward their resume to us by mail, fax or email:

Reno Media Group, LP  
HR / Broadcast Traffic Manager  
961 Matley Lane, Suite 120  
Reno, NV 89502  
Fax: (775) 823-1918  
E-mail: [employment@renomediagroup.com](mailto:employment@renomediagroup.com)

Reno Media Group, LP will be offering \$12.00-14.00/hour plus an excellent benefits package including a company matching 401k plan. We also have paid vacation, sick time and holidays. Reno Media Group, LP is an equal opportunity employer.

Could you please call me at (775) 829-1964 x203 or email me to confirm receipt. The posting of this position would be greatly appreciated. Thank you for your time and I look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Tracy White". The signature is written in dark ink and is positioned above the printed name and title.

Tracy White  
Controller