Annexure A

JOB PROFILE	
Position	Junior Traffic Controller & Sales Support
Position reports to	Senior Traffic Executive
Profile drafted by	Janine Choudree [HR Officer]
Core Requirements	• Matric / Grade 12 • Knowledge of Zetta, GSelector, TBS, RCS, Airwaves required • 3 years experience in traffic control & general office administration • Effective communication skills • Computer literate (MS Office – Word & Excel Advanced). • Careful attention to detail
Behavioural Attributes	• Analytical • Time Management • Numeracy • Critical thinking • Financial management • Information gathering • Listening • Organising • Reading comprehension • Scheduling own work activities • Co-ordination • Information organisation • Literacy • Planning • Report writing • Telephonic Skills • Powerpoint Skills • Excel Skills
Required Skills	**Level of required Skill**
	Skills
Junior Traffic coordinator	• Timeously provide all reports requested by finance by month end (OC, Trade Exchange, Revenue per show, spots sold, internal promos) • Back-up support to Senior Traffic Controller for all advertisements to be placed on air • Book spots, shuffle logs and load all audio • Report any unplayed adverts on the log recon report • Post campaign reporting • Generating recon & proof of broadcast reports for AE's clients • Ensure Execution completed according to client contract

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Administrative support to Sales Department	• Ensuring that the SMs sales figures at all times are up to date • Timeously ensure all EXCO reports are prepared for SM before deadline (including reports from national sales house and CPT Office) • Post-campaign reports sent to all clients at end of each campaign with audio soundclip if material recorded in-house. • Daily report updated SM by 5pm every day • Collating sales guest lists for events and ensuring tickets are received from marketing at least 2 days prior to event • Attending to all resource requirements of the Sales department i.e. stationary orders for department, ordering clients gifts when required etc. • Collating Agendas, reports and updated figures for all meetings • Collating Client Database • Maintaining a current and organised filing system • Typing and distribution of minutes, reports and documentation
Stakeholder relations	• Arrange client presentations and catering if necessary for department • Assisting with any trade marketing when required
General Office management	• Liaising with suppliers for sales and marketing material, training • Manage monthly AE access & telephone usage report for timekeeping • Typing documentation for SM and and ensuring utmost confidentiality of such documentation • Collating and submitting SMs expense claims – Credit Card/Petty Cash/Travel