



May 10, 2011

Clear Channel Radio is currently seeking to fill the following employment opening:

Title	Description
Traffic Coordinator-Clerical/Data Entry	Seeking a candidate with at least 2 years of clerical or data entry experience to join our team in growing advertising revenue for WMSI-MISS103, WHLH-Hallelujah 95.5, WSTZ-Z106.7, WJDX-FM-Oldies105, WJDX-620 AM the Score, and WZRZ-Newsplus! The qualified candidate would be responsible for the following duties: Data entry or input of client advertising contracts and cart numbers; reconcile broadcast logs; research missing/incorrect commercials; coordinate with other departments to maintain commercial inventory and provide billing information; prepare weekly affidavits; and maintain and update programming clocks as needed. The ideal candidate will have strong communication and interpersonal skills, ability to work in a fast-paced environment and work within crucial deadlines; self-directed and capable of working effectively in a fast paced multi-tasking environment with the ability to deal effectively with the diverse needs of management, clients and account executives; proficient in Microsoft Suite products including EXCEL and WORD. A qualified candidate must be detail-oriented, organized, dependable, and responsible, when completing daily tasks. This position requires an applicant to have project management and critical thinking skills.

You are encouraged to refer qualified applicants to us for this opening by close of business May 19, 2011.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, sex, age, disability, sexual orientation, or any other characteristic protected by law, in all personnel actions.

Persons interested in submitting a resume for the position identified above should fax or email their resume to the attention of Cathy McWilliams at 601-362-1905 (fax) or cathymcwilliams@clearchannel.com (email).

Thank you for your assistance. If you know of any other organization that may be of assistance in our equal employment opportunity effort, we would appreciate you forwarding their information to us.

Sincerely,
Cathy McWilliams
Business Manager