

## **MAX MEDIA DENVER**

### **OFFICE MANAGER/TRAFFIC LIASON - FULL TIME**

The Business Office Manager and Traffic Liaison fulfills an integral role in the operation of Max Media Denver. This position involves a close working relationship with all departments and the corporate office. Organization and communication are key skills for this position, as this role will be directly accountable for the processes of client payments, traffic, staff hours, collections, procedure management, hiring/termination, and accounts payable. This position reports directly to the General Manager of Max Media Denver.

Our goal is to improve the quality of our workplace and function of our operation. We must be perfect at every opportunity.

This position requires a close working relationship with upper management, program director, personalities, VP of Sales, traffic, engineering, and our sales team.

**Responsibilities:** The responsibilities of this position include, but are **not** limited to the following:

- Responsible for the function and process of the business office and its relationship to each department of Sales, Programming, Promotions, Marketing and Engineering.
- Communicate with the corporate accountant regarding aging, collections, bills, employee hours.
- Act as the employee benefit liaison to communicate insurance plans and benefit information with employees and new hires.
- Work closely with sales and the production manager to precisely operate advertiser and programming traffic procedures with assistance from corporate traffic managers.
- Manage the sales team on collections and assist with collection calls and payment procedures.
- Provide monthly reports to your supervisor with detailed collection information, business office needs/obstacles/opportunities.
- Promote a positive and fun workplace by organizing staff events, birthdays, holiday parties, maintaining a pleasant clean environment, etc.
- Develop well organized procedures to optimize all departments and their function for optimal performance.
- Assist the sales team with creation of sales material: Media Kits, One-sheets, Recaps, etc.
- Manage the main entrance to welcome guests: Sales clients, Artists, Prize Winners, etc.
- Manage the new hire process: Paperwork, Office Supplies, Phone and email creation, Business Cards, computer, and office arrangement, etc.
- Assist the Vice President of Sales with employee issues: Terminations, Personal Improvement Plans, HR related issues, grievances, etc.
- Manage the Max Media of Denver Public File.
- Process payments and communicate with the sales team members.
- Work closely with the building tenant supervisor to communicate news and information with your team.
- Oversee company details pertaining to hours of operation, vehicle maintenance/Tags/Insurance, Equipment, Personnel hours, Vendor relationships, Procedure management and FCC compliance.

This is a management position. You will work closely with the corporate controller and General Manager.

Requirements for Position:

- 4-year college degree, preferably in Business/Accounting . Non-Drug user.
- Proficiency in Microsoft Office, specifically Microsoft Excel
- Advance expertise with broadcast traffic software: Marketron, Wide Orbit, Etc.
- Strong business acumen and communication skills
- Human Resource Experience preferred

For immediate consideration, please send resume and cover letter to President/GM - Sean Rhoads, [sean@maxmediadnever.com](mailto:sean@maxmediadnever.com)

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.