

MEDIA TRAFFIC COORDINATOR

Due to the growth in our business, VBTC is seeking a **MEDIA TRAFFIC COORDINATOR** to immediately join our team in Port Vila.

The Coordinator is accountable under broad direction to undertake very complex work that delivers quality outcomes across all VBTC's media platforms.

The position will exercise a considerable degree of independence to engage in problem solving and issues management involving the electronic scheduling of advertisements and media content on radio, television and online. The position will exercise sound decision-making and judgement to produce high level advice and operational support.

About the role:

- Working with content creators and the sales and marketing teams
- Planning, scheduling and quoting of broadcast content and services
- Maintain accurate records of schedules
- Ability to work in a fast-paced environment
- Communicate effectively with internal and external customers
- Ensure customers are kept informed of schedule changes
- Hours of work will be between 8.00am - 5.00pm Monday to Friday but flexibility is a must.

About you:

- Data entry/scheduling / planning experience essential
- Ability to manage stakeholders
- Ability to prioritise multiple work projects and adaptability to ongoing work priorities
- Computer literacy essential

Benefits:

- Flexibility with working hours
- Work with supportive and experienced leaders
- Company wide reward and recognition
- Work with like minded people who care, are genuine and customer focused
- Ongoing learning and development opportunities

To apply for this position send your application via email to:

The Chief Executive Officer
Vanuatu Broadcasting & Television Corporation
Email: teamvbtc@vbtc.vu.

Applications close at 4:30pm on Wednesday May 31, 2023.

For further information please contact Lilon Bongmatur on 22999 during office hours or email lbongmatur@vbtc.vu.