



Example of Traffic Assistant Job Description

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Our innovative and growing company is hiring for a traffic assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for traffic assistant

- Assist with programming and rate updates in sales avails platforms
- Post daily commercial logs for all stations
- Entering coop scripts monthly for all stations
- Daily traffic duties for one station including working logs, managing inventory, approving orders, entering copy
- Consistently monitor schedules and deliverables to ensure jobs are on track
- Handle all National Orders for KATZ and WW1, including Order input, revisions, and working closely with National Account Reps
- Input spots and Traffic into V-Creative for National orders
- Support the Process Safety and Risk Management goals and objectives
- Actively participate in plant wide training to support quality and safety needs including ISO, OSHA VPP
- Provide attention to detail, and dedication to work in order to ensure reliability of the work site high quality product

Qualifications for traffic assistant

- Ensure that you and others are respected, supported and encouraged to grow and succeed in their job
- Coordinate with Corporate Customer Service and Supply Chain on matters related to Taft production, making shipments on time, product quality issues
- Process bulk truck to meet customers' requirements – select product to be shipped, prepare and distribute bills of lading and post goods issue in SAP

- Control plant site rail car inventory in order to meet shipping requirements and to ensure production has adequate storage of product