



Example of Traffic Assistant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of traffic assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for traffic assistant

- Arrange for repairs and/or shipping of railcars
- Coordinate investigation of customer complaints with appropriate personnel
- Review and process logistics related invoices
- Maintain supply of label stock and print OSHA labels and tags for shipments
- Maintain shipping retention records per corporate policy and DOT regulations
- Provide back-up for other traffic personnel
- Provide support to Marketing Group by ensuring trial sample quality and quantity is shipped to prospective new customers
- Keep abreast of, and comply with all applicable Department of Transportation regulations, including hazardous materials regulations
- Ensure that there are at all times sufficient staff available for the office to operate effectively and efficiently
- Be or become proficient in all of the on-desk duties, having a full understanding of the software, programs and equipment used and will be willing to carry out on-desk duties as required

Qualifications for traffic assistant

- Work at least one weekend day per month, alternating between Saturdays and Sundays as part of their full time hours, with corresponding weekday days off
- Carry out any other responsibilities deemed necessary by the business

- Demonstrated proficiency working with Adobe Creative Suite
- Color experience with an eye for detail
- Luxury fashion/accessory or Retail industry, preferred