



Example of Traffic Assistant Job Description

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Our growing company is searching for experienced candidates for the position of traffic assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for traffic assistant

- Supervising and motivating staff to ensure schedules are met and objectives are achieved
- Negotiating rates and managing service levels of carriers and service providers
- Fax all instructions and shipping materials given
- Follow-up with stations and vendors to get 100 percent written confirmation of receipt of all traffic materials
- Complete all charts by deadline
- Scan and file daily to prevent paper pile up
- Pick-up any documents that need to be filed or addressed
- File and sort all Traffic that was processed from previous day
- Follow-up with all Media vendors to confirm receipt of traffic direction/shipment
- Troubleshoot all stations request/Interact with various TV and Radio stations

Qualifications for traffic assistant

- Bachelor's Degree in Logistics, Supply Chain Management, Accounting, Business Administration or equivalent work experience
- Solid understanding of logistics industry
- Ability to use and teach accounting principles and their application
- Ability to accurately forecast and control expenses
- Demonstrate strong negotiating skills to achieve mutually beneficial

