



Example of Traffic Assistant Job Description

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Our 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

- Update and maintain daily dub and weekly purge lists
- Maintain commercial library
- Maintain daily log
- Associate degree or equivalent vocation/technical experience required
- Sort, log and store all traffic instructions in Excel drive account
- Follow up with stations and vendors to get 100% written confirmation of receipt of all traffic materials
- Complete all charts (shipping, status) by deadline given
- Troubleshoot all stations request/Interact with various T.V
- Maintain organized advertiser files through performing clerical functions as needed, filing, organizing
- Collaborates with Program Manager to establish project schedule and adheres to a budget

Qualifications for traffic assistant

- Ability to demonstrate leadership skills and understanding of and application of Honda's core values
- One year broadcast related experience required
- Knowledge and understanding of Traffic engineering design principles
- Experienced user of MS Office, AutoCAD (including add-ons such as KeySigns)
- Assist in the development of Road Safety Engineering schemes, such as traffic calming, pedestrian priority, 20mph zones contributing to road safety

