



# Example of Traffic Assistant Job Description

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Our growing company is looking for a traffic assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for traffic assistant

- Will be responsible for training along with Inventory Management
- Assist in change transformation and strategy execution to achieve specific business results including, but not limited to, a seamless transition to WideOrbit
- Oversees formatting of programming to create a daily log
- Manages sales orders with sales staff and management and provides support and research as needed
- Supervises log reconciliation and inputting of agency traffic instructions and manages all log editing
- Collaborate with the Sales and Sales Operations departments to resolve schedule problems and other related issues
- Furnishes pilots with a full range of services pertinent to pre-flight planning
- Provides en-route flight following and post-flight information for all inbound aircraft
- Inspects and/or checks the airfield for flying safety hazards to include compliance with airfield criteria, aircraft foreign object damage and bird aircraft strike hazards
- Responsible for the effective operation of Airfield Management Operations and airfield activities during the shift of duty

## Qualifications for traffic assistant

- Ability to multi-task and handle high-pressure situations and intense deadlines
- Ability to communicate directly and efficiently with management and staff at all levels
- Most days will be spent in the office managing and leading the preparation of traffic engineering designs and transportation analysis
- Other days will be spent performing detailed quality assurance and quality control reviews of engineering plans, specifications, and cost estimates