



# Example of Traffic Manager Job Description

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Our company is growing rapidly and is hiring for a traffic manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for traffic manager

- Ensure deadlines are met and team members are informed of current status and upcoming milestones for each project
- Maintain a record and archive of completed projects
- Report on content program milestones and performance
- Provide proof of implementation to Account Management team through reporting
- Regularly monitor and reconcile campaign delivery across third party ad serving and internal systems
- Owning multiple ad campaigns and gathering assets needed for on-time launch
- Performing mid-campaign updates, optimization, and investigating reporting discrepancies
- Managing and projecting digital sales/inventory based on historical data and inventory forecasting tools
- Monitoring performance of all active campaigns against goals
- Working with clients to facilitate technical implementation of third party rich media vendors and third party tags

## Qualifications for traffic manager

- Must be deadline and goal oriented flexible
- Must be available to work all shifts, including weekends, holidays, and

- 5+ years of traffic management or publication production experience and writing, editing and proofreading experience
- In-depth knowledge of AP style
- Advanced knowledge of Microsoft Office and SharePoint
- Knowledge of the staffing industry or previous experience writing for career- or management-related forums a plus