



Example of Traffic Manager Job Description

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Our innovative and growing company is hiring for a traffic manager. 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 manager

- Support the Financial Analyst in preparation of departmental financial information and analysis
- Create financial reports and analyze business continually for cost management and productivity improvement
- Review and reconcile insertion orders for proper production instructions and placement
- Update pertinent info in ad database
- Contact advertisers and sales staff concerning deadlines and ad production information
- Approve ad proofs
- Work with the Production Manager to maintain the schedule
- Additional magazine production duties as directed by the Production Director
- Identify, prioritize and communicate project risks
- May back up other Traffic Coordinators when sick or on vacation

Qualifications for traffic manager

- Proficiency in basic communication formats (MS Word, MS Project)
- Basic clerical functions (filing, copying and document preparation) and other tasks as assigned
- Must be willing to work all shifts, including weekends, holidays, and overnights - sometimes with short notice
- Resourcefulness and a solution-oriented mindset are essential

- Ability to work in a collaborative team environment especially with other traffic managers in order to maximize coverage for clients with high traffic volume