



# Example of Traffic Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of traffic manager. 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 manager

- Develop, implement and manage the Traffic Quality Management Plan and Quality System Procedures
  - Take action to immediately stop any work or activity, related the TQMP, which not being performed or carried out in accordance with PA or applicable regulatory requirements
  - Conduct field Quality Assurance inspections and complete Site Condition Rating Checklists
  - Report issues to the Quality Director and interfaces with the TTM team on a regular basis
  - Report on TQMS performance and effectiveness of training to the Quality Director
  - Prepare Traffic Quality Audit Plan to be integrated with the overall Quality Audit Program, schedule, coordinate & perform internal & external quality audits of key processes identified in the TQMP
  - Manage and resolve traffic nonconformities and opportunities for improvement applicable to the TQMP
  - Take action to ensure the continual improvement of the TQMP and QSPs
  - Promoting awareness of client requirements with respect to traffic quality throughout the Project Team
  - Ensuring that relevant records are maintained and retained in accordance with the Project Requirements and TQMP
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- Knowledge of the project management tool(s) used within The Hive to facilitate the projects and conversations with other users to keep jobs moving and on time
- Knowledge of the television media industry
- Ability to thrive under minimal direct supervision
- Experience with Server Side Ad Insertion a plus
- Innovative problem solving and decision making skills to achieve station goals and work with Sales Representatives to efficiently accommodate advertisers and maintain revenue
- Effective organizational abilities and attention to detail