



# Example of Traffic Manager Job Description

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Our company is growing rapidly and is looking for a traffic manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for traffic manager

- Of all local traffic partners including but not limited to tip lines, app
- Assist with budgeting, forecasting and reporting on customer revenue, orders and marketing expenses
- Report into Search Marketing Manager
- Manages the day-to-day activity of projects, ensuring the work is successfully completed within time parameters while meeting quality of work expectations
- Understands project objective and strategy
- Fosters collaboration and positive conflict resolution among team members
- Ensures all team members are included and appropriately engaged, including the client and external resources
- Advises appropriate Director when a client request is outside of the existing scope
- Ensures initial job requests have all necessary information and assets, for teammates to execute the request thoroughly
- Ensures all work has been appropriately authorized before assigning resources

## Qualifications for traffic manager

- Strong understanding of print and digital project workflow
- In-depth knowledge of the creative development process
- Ability to successfully work on multiple projects simultaneously
- University Degree or Diploma of Technology

- Proven experience in managing, coordinating and performing audits on large projects