



# Example of Traffic Specialist Job Description

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Our company is growing rapidly and is looking for a traffic specialist. 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 specialist

- Enter orders into Customer's web sites as directed
- Advise supervisor or lead people when problems or terminal/system malfunctions occur
- Incumbent will direct tasks of temporary personnel as needed
- Compile end of month billing accruals and ensure vendor invoice accuracy
- Maintain DOT records for Clearfield, UT locations
- Audit freight invoices to insure proper charge accounts are assigned and accurate
- Coordinate and schedule moves within the Transportation group to support operations
- Process vehicle inspections and coordinate pickup to insure registrations are current
- Provide support to Logistics, Fleet and Transportation groups and fill in when necessary
- Act as a single point interface with internal employees and vendors to ensure on time inbound and outbound deliveries

## Qualifications for traffic specialist

- Working knowledge of internal traffic and shipping procedures, transportation and shipping logistics and freight carrier standards, policies and procedures
- Must be able to prioritize tasks and respond to urgent requests/inquiries with

- Ability to read, write, speak, and understand English with excellent verbal and written skills
- Basic math and good organizational skills
- Must be proficient in keyboard use and word processing
- Ability to maintain calm demeanor while dealing with difficult accounts and soothe distraught or unhappy internal and external clients