



Example of Traffic Specialist Job Description

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

- Complete required export documentation (commercial invoices, Airway Bill or Bill of Lading) and submit electronically through AES Direct
- Track and report performance and claims
- Ensure compliance for all export transactions filed electronically through AES Direct
- Ability to analyze both inbound and outbound shipments to combine loads and reduce cost
- Limited experience with export shipments, including checking for export license requirements and export reporting to U.S. Census
- Act as a Technical Consultant for the National Translations team other TELUS stakeholders
- Act as a Network Translations advocate to upstream and downstream partners within TELUS - ensure Architecture Plans, DSD's, Tactical Plans, TRP's meet program goals and accurately reflect Translations team deliverables
- Develop Network Translations planning documents - produce translations impact assessment documents, translations standards, bulletins, test plans, processes, project plans to support network projects
- Act as an interface with the vendor to ensure the support infrastructure is in place for the Network Translations organization - documentation requirements will include maintenance support, vendor documentation, job aids
- Review shipment plans and report issues to CTE

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- Must be proficient in the use of advertising traffic systems
 - Knowledge of the Traffic System sales automation software is preferred
 - Proven ability to maintain high level of support to internal & external customers
 - 2 years of industry experience is preferred but not required
 - Ability to create and understand data reports
 - 2-3 years of work history in a data center, or operations environment is preferred