



# Example of Traffic Job Description

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Our growing company is looking for a traffic. 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

- Log Management and Revenue maximisation with Hongkong
- Material Management for the Campaigns
- Sales Co-ordination with agencies for makegoods if there is drop list and ensuring servicing of each campaign
- Tracking Revenue of each campaign and sales person on a daily basis
- Manage traffic deadlines, create traffic instructions, and ensure delivery of materials and scheduling information to broadcast media outlets
- Supervise work being handled by outside traffic services, and material duplication vendors
- Research and solve scheduling problems with Account Management, stations, and networks
- Work closely with legal and network clearance department to confirm clearance before scheduling and shipping the work
- Provide traffic instructions and materials to broadcast media outlets for program schedules and media buys
- Coordinate spot master delivery with producers and production studios

## Qualifications for traffic

- Must have a strong knowledge and minimum of 2 years experience
- Knowledge of Viero and NexGen a plus!
- Knowledge in hazardous material handling and experience in warehouse operations will be an added advantage

- Capable to work independently and as a team player with minimum supervision
- Ability to analyze large quantities of data and identify critical trends