



Example of Traffic Job Description

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Our innovative and growing company is hiring for a traffic. 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

- Directs the work load of the Truck Drivers including safety, training, scheduling and compliance to Company procedures and policies
 - Under the direction of the Site Manager, coordinate daily Traffic activities of team members to achieve desired results in productivity, teamwork, safety, quality, and job knowledge
 - Schedule D&I trucks or outside carriers to meet customer's delivery requirements while optimizing utilization of D&I truck fleet and drivers
 - Ensure customers receive on time deliveries
 - Release orders in an efficient manner for warehouse personnel to pick and stage those orders
 - Coordinate, review, and document truck maintenance, budget and expenses, invoices for accuracy and common carriers charges for accuracy
 - Participate in the Core Carrier Program and the selection of carriers, in coordination with the Outbound WH Ops Leader on the Transportation team
 - Lead the PPI Lean Leadership within the traffic group to implement PPI tools such as Daily Management Board, 5S, Standard Work, Problem Solving and Kaizen Events
 - Perform assigned administrative duties as required to ensure compliance with DOT, EPA, IFTA, OSHA and ISO Quality System
 - Coordinate a Driver's daily work load and overtime consistently within the department
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- Minimum 4 years' work experience in related field which involves trafficking and distribution of artwork materials for marketing purposes required
- Basic working knowledge of Adobe Illustrator preferred
- Knowledge of Warner Bros and DC Comics properties and character preferred
- Able to prioritise workloads and balance business needs against department
- Able to work in a technical environment and be technically literate
- Prior work experience in an office environment preferred