



Example of Traffic Job Description

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Our company is searching for experienced candidates for the position of 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

- Support Warehouse Group Leader to direct the daily warehouse functions, as necessary, to achieve timely completion of required warehouse activities
- Assist with continuity
- Outbound and inbound calls to customers
- Answer customer's questions about products and pricing
- Data entry of information and schedules
- Organize insurance of the cargo during transportation and storage
- Prepare and submit commercial cargo invoices to Receivers/Suppliers, organize settlement of invoices in coordination with Trade Finance, manage cash exposures with Counterparties, control/report credit exposure with Counterparties
- Organize operations for weighting, sampling and assaying of concentrates cargos
- Organizing hedging of price exposure on concentrates shipments
- Handling data entry in the system, working with exposure, cargo reports

Qualifications for traffic

- Able to work under pressure, handle multiple calls, and work in a fast paced environment
- An advanced knowledge of MS Word, Excel, Outlook
- Ability to manage priorities and time executing rapidly

- Previous experience with Wide Orbit traffic system preferred
- Thrive in a dynamic team environment