

## Traffic Manager

As a **Traffic Manager** you will be responsible for keeping deliverables on time and creators on task. Working within a tight-knit cohort, you will assign tasks, create deadlines and due dates, and assure they are using the most efficient and effective workflows for each project. Multitasking, prioritization, and organizational skills are a must, as are leadership qualities. You will be working with a variety of industries, clients, and project types.

Your duties are outlined below:

### Skilled in:

- Clear and concise communication
- Proven account management skills
- Intermediate to advanced analytical skills
- Reading, creating, and updating spreadsheets
- Report creation and dissemination
- Organizational and time management mastery
- Process improvement and change management
- Managing people, products, and processes
- Resource allocation

### Responsibilities

- Direct workflow to and from your assigned cohort
- Understand and maintain Epic's workflows and production processes
- Assure projects are delivered on time and on budget
- Use deadline and budget driven information to assure deliverables are tasked and allocated appropriately within the cohort
- Identify and solve problems before they become problems
- Disseminate information quickly and accurately
- Coordinate closely with the production cohort to track printing and shipping statuses, run dates, and ad specifications
- Perform all logistics and administrative tasks to support your cohorts projects and workload
- Liaison with assigned clients to assure logistical accuracy in projects and deliverables
- Hold cohort status meeting and report project statuses to the Project Manager/Creative Director on a daily basis
- Analyse workflow and campaign data and use that information for process improvement and future projects
- Meet with other cohort Traffic Managers and Project Manager regularly to ensure consistent workflows, best practices, and process improvements company wide

### Expectations:

- Grow your technical skills by attending seminars, workshops, classes and other relevant events
- Have the ability to give and receive constructive feedback and embrace change
- Be an impactful and integral team member
- Grow both professionally and personally and take a vested interest in the mapping of your career growth within Epic