



TITLE: **Traffic Coordinator**

TYPE OF POSITION: Contract to Hire • LOCATION: Scottsdale, AZ

SIX DEGREES 8040 East Gelding Drive Scottsdale, AZ 85260 480 627 9850 six-degrees.com

JOB DESCRIPTION:

The Traffic Coordinator (TC) is responsible for the detailed day-to-day scheduling, and monitoring of project workflow throughout the agency; updating schedules and team members as required.

The TC must have the ability to juggle multiple projects concurrently under tight deadlines. He/She must be able to foresee scheduling conflicts and take quick action when schedules get compressed or delayed. The TC will need to creatively manage schedules and resources as well as collaborate closely with all team members.

Importantly, the TC needs to be firm yet flexible to meet the ever-changing client demands, always seeking to ensure timely delivery of all projects; helping out wherever he/she can and directing and motivating everyone to deliver their part of the job on-time and according to agreed-upon specifications.

The TC is a problem solver, is highly self-motivated, detail-oriented, and open-minded, and exhibits a high level of initiative; works independently and in support of department goals and agency business objectives. This position reports to the Director of Traffic and Production.

REQUIREMENTS:

- Works with Account Service Team to develop schedules and timelines for project integration and completion
- Oversees workflow of all client projects internally - from Account Service initiation through completion and delivery back to Account Service
- Reinforces specific guidelines and processes with team members regarding agency workflow
- Works to continually improve and optimize agency workflow
- Monitors team members' time on projects to ensure accuracy and maintain expectations
- Attends project kickoffs, internal reviews and brainstorm sessions as necessary, and is prepared to contribute with any requested input, samples, etc.
- Pursues duties with a positive attitude and drive

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