



POSITION DESCRIPTION

Position Title	TRAFFIC MANAGER	Position No.	50051665
Team	[Audiences]	Classification	[Administrative/Professional]
Department	ABC Made	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 7]
Reports to	STUDIO MANAGER 50045903	HR Endorsement	3/08/2017
Purpose			

To provide coordination of workflow, timelines and resources for on-schedule delivery of all project assets.

Key Accountabilities

- Use Workflow Management software to manage intake of job requests and to track and report job status
- Work with Studio Manager and Creative Services Managers to assign and schedule the appropriate resources in
- Workflow Management software to complete jobs to deadline
- Monitor the progress of jobs/projects and utilise Workflow Management software to efficiently manage and share information on the status of projects
- Attend meetings to understand project requirements and deliverables
- Review job requests for completeness of information needed and assets supplied
- Work closely with team members, clients and stakeholders to coordinate project deliverables
- Create and maintain production schedules to ensure deadlines are met
- Ensure accuracy and timeliness of all work delivered internally and externally
- Resolve workflow issues proactively and recommend changes in the use of resources to meet timelines for projects
- Identify where freelancers are need to supplement project needs, book freelancers and manage freelancer paperwork in consultation with the Studio Manager.
- Provide administrative support across the studio, including coordinating travel, purchasing through SAP, reconciliation and maintaining financial records
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Demonstrated understanding of the key activities and processes of production for television, digital, social, print and radio platforms.
2. Demonstrated proficiency in all relevant computer applications (Word, Excel).
3. Knowledge of production/traffic management software (Workamajig) a bonus
4. Minimum 5+ years experience in a mid to senior traffic role in an advertising agency or in-house agency
5. Strong attention to detail and time management skills





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6. Ability to take direction and manage projects and shifting priorities with deadlines
7. Proven client focus with the demonstrated ability to deal with clients diplomatically to meet client needs.
8. **Must possess exceptional verbal and written communication skills**
9. **Must be self-directed, client-focused, a team player and take ownership of projects**
10. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
11. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
12. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.