Traffic Manager

**Location:** Home-based

**Six reasons to work for Davies Tanner: 1.** We are the best-known agency in our sphere, with a long- standing reputation for excellence. **2.** Our clients represent some of the brightest and best in our industry and are interesting, engaging and fun to work with. **3.** We are a small and agile team, providing plentiful opportunities for growth and learning. **4.** We operate on a home-working basis, with the option to access co-working spaces in your area. **5.** You’ll benefit from regular in-person team meetings, with social and cultural activities. **6.** You’ll be able to have a direct input into the growth and future direction of our business.

# Key attributes for the job

* Responsible for keeping everyone on task and projects on deadline, handling the logistics and keeping all parties updated on the progress
* Create detailed schedules and set deadlines for various stages of a project
* Distribute assignments to creative and client services teams, depending on their availability and priorities
* Liaise with clients to learn more about new project details and give progress updates on existing projects, communicating any issues
* Monitor projects and workloads, adjusting assignments and deadlines accordingly
* Maintain job files
* Work with freelancers and contractors and ensure they have the resources needed for their jobs
* A team player – you will be able to work directly with account teams to effectively manage workflow on client accounts
* Ability to prioritise tasks and meet deadlines to ensure activity is delivered in a timely fashion
  + Solid experience working in a fast-paced agency environment

# Skills and experience required

To succeed as a traffic manager, you must have the ability to multitask, organise and collaborate. You will juggle a wide variety of requests from our clients with competing deadlines and limited resources. Strong decision-making and prioritisation are essential to make sure everything runs smoothly, and you need to be as organised as possible to schedule, monitor and adjust deadlines and resources as needed.

This position also requires significant collaboration, and you will have excellent people management skills.

Additional skills required include time-management, an eye for detail and problem-solving skills. Ability to recommend changes that will improve productivity and efficiency

Proficiency with Excel and project management software, Basecamp is also important.

# Salary

Circa £35,000 per annum depending on experience.

# Hours

Flexible with a minimum of 30 hours per week and able to accommodate different time zones. This position is either employed or on a free-lance basis.