

**TRAFFIC MANAGER  
STEELHILL STUDIOS  
GAUTENG**

**CORE PURPOSE OF THE JOB:**

Display a solid understanding of RMS, client's brand principles and production requirements, and ensure that all jobs are managed correctly and timeously within the system. The incumbent will be responsible for the traffic control of production jobs throughout the workflow process and implementing best practice.

**KEY PERFORMANCE AREAS:**

- Coordinate, plan and monitor the production schedules for timeous material delivery
- Ensure jobs are captured correctly within RMS in accordance to the client's workflow process
- Supply technical information and client requirements to improve system/system changes and explain the objective for change
- Act as the link between all internal and external stakeholders to ensure that communication flows effectively and problems are escalated effectively
- Build and maintain client relationships

**QUALIFICATIONS / EXPERIENCE:**

- Relevant tertiary qualification with at least 5 to 7 years' experience in related fields i.e. Print, Ad Agencies, Retail Marketing Departments
- Basic Print, Repro, DTP knowledge will be beneficial
- High level computer skills

**BEHAVIOURS & ATTRIBUTES:**

- "Can do" attitude
- Attention to detail
- Must manage work in a high-pressure environment
- Must take the initiative to learn beyond specified duties
- Must be committed to maintaining good customer relationships
- Team player

The advert has minimum requirements listed.

Management reserves the right to use additional / relevant information as criteria [careers@hirtandcartergroup.co.za](mailto:careers@hirtandcartergroup.co.za)

**Closing date for applications is Tuesday, 21<sup>st</sup> December 2021.**