

**TRAFFIC CONTROLLER
HIRT & CARTER
DURBAN**

CORE PURPOSE OF THE JOB:

To manage and regulate the workflow of projects within the creative studio, ensuring that each job is completed as per schedule and within budget.

KEY PERFORMANCE AREAS:

- Assign, plan and structure work for designers, ensuring that deadline dates are met
- Manage daily closure meetings and status updating on all tasks
- Manage costing and design CE's to ensure studio profitability is met and monitor all job's financial progress as per the budget
- Provide and maintain accurate schedule or records enabling a consistent flow of information
- Facilitating sign-offs and approvals from sales

QUALIFICATIONS / EXPERIENCE:

- Matric with at least 3-5 years experience in a similar role
- Project management skills are essential
- Understanding of the print production process, design, electronic file formats
- Strong administrative and computer skills

BEHAVIOURS & ATTRIBUTES:

- Highly organised and structured
- Strong communication skills
- Ability to work under pressure
- Attention to detail

The advert has minimum requirements listed.
Management reserves the right to use additional / relevant information as criteria

Email: careers@hcg.one

Closing date for applications is Friday, 24 November 2023.