



Marketing Traffic Coordinator Job Description

Job Title: Marketing Traffic Coordinator
Salary: Based on Experience

Summary of Company: Port City Marketing Solutions is a full service agency based in Stockton, Ca. We work with small and midsized organizations throughout California. Current clients represent a wide range of industries including healthcare, tourism, government, construction, green energy, and technology. Our name Port City is an ode to our hometown, Stockton, Ca. Stockton is where we work. It is where we play. It is where we have chosen to raise our families. Stockton and the great people in it have shaped our values: always take the high road, work with good people, give your family a hug for me, and take pride in what you do.

Summary of Position: Port City Marketing has an opening for a talented Traffic Coordinator. Simply put, your job as Traffic Coordinator is to get things done. You talk in workflows and production processes. You have the stones to keep things moving under pressure and tight deadlines, and the smiles to interface with the clients. As Traffic Coordinator, you direct workflow to and from internal staff, freelancers, and clients. You understand how all the pieces come together and can coordinate and track the status of multiple projects. You're comfortable working in a fast-paced team environment and willing to take on tasks outside of your job description and your comfort zone.

Responsibilities

- Create or assist in the creation of multiple project plans and schedules
- Be proactive in meeting all deadlines, ensuring projects are sent for proof, released and approved on time
- Coordinate with all team members and effectively communicate schedule expectation
- Collaborate with Client to ensure deadlines are met and all issues are effectively resolved
- Delegate tasks as necessary to ensure team members are working on the most important projects at all times
- Take appropriate action if a deadline is not being met
- Drive results to ensure deadlines are hit by client and vendor teams
- Coordinate any deliveries between on-site and off-site Creative teams
- Quality control process owner
- Work efficiently through high volumes while meeting tight deadlines

Qualifications

- Degree in design, communications or related field
- Experience in traffic/production management
- Solid understanding of creative development processes
- Experience with project management
- Proficient with Microsoft Office Suite especially excel.
- Proven strength in problem-solving
- Strong leadership and collaboration skills to drive results in diverse client and vendor teams
- Proficiency in all industry-standard software programs including, but not limited to, InDesign, Photoshop and Illustrator

For more information regarding the position, or to submit a resume, email Port City Marketing Solutions at with the subject line: **MARKETING TRAFFIC COORDINATOR** jobs@portcitymarketing.com