



## **TRAFFIC / PRODUCTION MANAGER**

Burlington, Vermont / Remote

### **Description**

Traffic and Production Managers know every aspect of an agency's workflow and processes and can be trusted to keep things moving under pressure and on tight deadlines. This role is a key resource and the central contact point for all project work. They are responsible for the internal coordination, expediting and scheduling/delivery of projects through the agency.

If you are a problem solver, organized, and detail oriented, this role might be for you. Additionally, you should be a people-person, as much of your daily duties will revolve around interaction with different members of each group.

### **Responsibilities:**

- In collaboration with the client, strategy and creative teams, develop a schedule for each job to support the best quality deliverable.
- Maintain a holistic understanding of agency workload.
- Prepare and deliver daily status reports of all active jobs.
- Anticipate bottlenecks or resource/timing issues and provide proactive solutions.
- Manage multiple jobs at different stages in the process - from kick-off, client approval, production and delivery.
- Prioritize multiple tasks, always ensuring that projects are delivered with a high quality of work and on time.
- Keep Wrike, our online project management tool, current and up to date.
- Collaborate with team leads to book freelance talent as needed.
- Ensure all work is seen by appropriate stakeholders before it is delivered to the client.
- Proof read all content and ensure external proofing occurs as needed.
- Manage the organization and archive of the electronic file structure for creative and production work.
- Collaborate with the media buyers regarding production specs and ensure all publication deadlines are met.
- Deliver of all production ready files to vendors - including print, digital and broadcast.
- Campaign tag implementation, including creation of campaign URLs and UTM codes for all non-paid media jobs.
- Work to continually improve and optimize agency workflow, scheduling and production delivery.

To apply, submit your resume and cover letter to: [work@ksvagency.com](mailto:work@ksvagency.com).



## Qualifications

- 3+ years experience as a Traffic Manager, or similar role in an agency setting
- Working knowledge of and experience with Wrike a must
- Exceptional project management and organization skills
- Expert at managing multiple projects and competing timelines
- Able to work with various interpersonal styles to deliver high-quality results
- A desire to take on new challenges, grow and learn every day
- Ability to work collaboratively as part of a larger team in a fast-paced environment
- Desire for feedback that will push your work to the next level
- Great self-management and organization skills

## About KSV

KSV is a collective of creative and strategic thinkers who are committed to a more sustainable existence. As part of the KSV team you'll have the daily opportunity to be part of something bigger than just yourself, because everything we do is filled with a purpose. And that's enough to fill us up with all types of good stuff. KSV is a certified woman-owned B Corp.

### Employee Benefits:

- 401k
- Health, dental, and vision coverage
- Parental leave
- Flexible PTO
- Paid holidays include the week between Christmas and New Year's Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and the following Friday
- Summer half-day Fridays
- Flexible work environment

KSV is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, gender identity, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.