

Traffic Coordinator

The best of both worlds! The stability of a corporate environment combined with the excitement and creativity of an advertising agency, all in one job. We have an excellent opportunity for an experienced **Traffic Coordinator** and **Project Manager** to work for an in-house creative agency of a Pharmaceutical company in Central New Jersey.

Work closely with your brand account managers, clients, creative teams, and external vendors. Interface directly with clients to manage their expectations and to negotiate timelines. Establish daily priorities, manage and track the approval, design, proofreading and production processes of brand promotional and marketing materials.

Requirements include:

- 3-8 years traffic management experience within a fast paced advertising or communications agency, internal corporate or prepress department
- Must be a strong confident team player with strong relationship building skills
- Strong knowledge of print production processes including working knowledge of print and production software applications
- Must be detailed, able to multi-task, traffic and re prioritize projects
- Familiarity with both MAC and PC platforms

This well respected global pharmaceutical corporation has a reputation for having a family friendly and collaborative work environment. The position includes a competitive salary plus benefits.

To apply for this position, please submit your resume as a WORD attachment along with a brief written summary of your relevant experience to: resume@flextimesolutions.com. FlexTime Solutions, Inc. is a recruitment firm specializing in the placement of marketing, communications and design professionals.