

Traffic / Data Processor

Excellent phone edicate – Will be answering all incoming and sales leads

Work independently – Can make a good use of time

Good computer skills – Word (min.), basic Excel, email comfortable

Strong verbal and written ability – Will be sending email reminders to new clients, requesting ad copy, payment reminders (pleasant but firm)

Punctual – Must be reliable, punctual, task oriented, and understand deadlines

Well organized – File, keep up with dates, deadlines, and multi-task