



## **KAPARAMA PROFESSIONAL RECRUITERS LTD**

### **TRANSPORT MANAGER**

#### **Description of Position**

Transport Manager plans, organizes, direct, manages, evaluates, and is responsible for the operations and budget of transportation departments responsible for the transportation and movement of goods or companies involved in supply chain services. This position includes the identification of opportunities for transportation operation improvements.

#### **Major Tasks**

- Plan, develop, organize, direct, manage, and evaluate the operations and budget of transportation department
- Direct the activities of staff in relation to transportation operations including dispatching, routing, and tracking transportation vehicles
- Direct the effectiveness of private, third party and contract carriage systems
- Work with international carriers and freight forwarders to streamline the flow of goods across international borders and through customs
- Plan, develop, and implement transportation health and safety, and security programs and activities
- Develop and communicate transportation policies and procedures
- Monitor operations to ensure that staffs comply with administrative policies and procedures, safety rules, union contracts, and government regulations
- Develop and implement profit improvement plans and change management plans
- Negotiate and authorize contracts, and direct procurement related to transportation operational needs
- Direct and manage corporate governance and regulatory compliance procedures related to transportation activities
- Develop key performance indicators to measure the effectiveness of the transportation operations
- Conduct investigations to determine causes of transportation accidents and to improve safety procedures
- Direct investigations to verify and resolve customer complaints
- Interview, select, coach, train, manage, and appraise the performance of transportation personnel
- Mentor select transportation staff
- Develop constructive and cooperative working relationships
- Remain current with latest transportation technology systems and procedures
- Negotiate with carriers, warehouse operators and insurance company representatives for services and preferential rates

- Prepare management recommendations, such as proposed fee and tariff increases or schedule changes
- Recommend or authorize capital expenditures for acquisition of new equipment or property to increase efficiency and services of transportation operations
- Where applicable, participate in union contract negotiations
- Maintain open dialogue with other department managers to coordinate activities and improve performance and productivity

### **Required Qualifications**

- Degree in Logistics, Transportation Administration or any related field
- Extensive 5 years strong experience in Transportation operations from Oil/Transportation industry

### **Knowledge**

A Transport Manager should have knowledge of health and safety regulations, customer and personal service, transportation principles and methods, material handling, administration and management, supply chain and computer knowledge.

### **Skills**

A Transport Manager should have the following skill sets: reading comprehension, time management, coordination, active listening, critical thinking, speaking, active learning, learning strategies, writing, and judgment and decision making.