

JOB DESCRIPTION



POSITION: TRANSPORTATION MANAGER

Reporting to Deputy General Manager

Salary: Negotiate

Job Description

Main Job Purpose

- Manage, organize and supervise the daily trucking operation.
- Cooperate, connect, guide and propose the solution to upper level and take actions to bring good quality services to customers.
- Recruiter and train employee/driver.
- Do the tasks given by upper level.

Challenges In Job

- Work with many customers with different ways of working, variable and high qualified requests.
- Many issues/incidents occur, the characteristics of the driver's work, it is difficult to control, to ensure safety or service quality.
- Request of cost/revenue controlling and efficiency in operation.

Authorization

- Follow company authorization matrix.

Relations In Job

- Internal: all company's divisions and departments: CS, CCS, BD, Admin, NVOCC, WH, DOC...
- External: authorities or organizations related to Logistics, Suppliers, Customers.

Key Accountabilities

1. Organize, deploy and monitor daily trucking operations

- Instruct for carry-out the transportation operations according to customer requirements.
- Instruct and monitor the vehicles planning and arrangement.
- Organize the process of evaluating the transportation jobs.

2. Keep maintain and improve the quality of transport services

- Build and update SOP to maintain the quality of transport services.
- Update the information related to trends and changes in the field of transportation.

- Building a sustainable relationship with important vendors and partners of transportation and loading cargoes.
 - Building and promoting the professional image of the Company.
- 3. Manage the operations and compliance with transparency in accordance with company rules of Operation team**
- Coordinate with AM, SUP to manage operations of OP team effectively.
 - Responsible for compliance with regulations on cash advance & payment according to the process and transparency of OP team.
- 4. Manage the transport prices and control costs**
- Develop and support supervisor in transport price/cost proposal.
 - Management of transportation rates.
 - Control and try to reduce the costs in trucking department.
- 5. Manage the manpower and vehicles of trucking division**
- Make plan to use and allocate resources and facilities of the download team.
 - Directing the organization, implementing resource allocation and operating transport vehicles.
 - Monitor, supervise implementation and evaluate the performance of the transport team.
- 6. Coordinate with other departments and make report**
- Co-operate with other departments to involve business development activities of company.
 - Complete reports as requirement from supervisor.
- 7. Other**
- Manage, administer, supervise, assign work to employees belonging to Transportation.
 - Participating in the labor discipline process, claiming compensation for damage according to the authorization, sequence and procedures specified in the Company Labor Rule.

Job Requirements

Education

- University degree majoring in transport / economics or other related fields

Experience

- At least 5 years of working experience in transportation field
- Knowledge about shipping lines, ports, container yards, laws related to Logistics
- **Working time: Monday – Friday (08:00 – 17:30) and 01 Saturday (work week off week)**
- **Working location: Di An City, Binh Duong Province**

You are a best candidate!