

POSITION DESCRIPTION

1 Transport Operations Manager, SDSI

Corporate Unit:	Schenker Distribution Solutions Inc.
Location:	Sucat
Reporting to:	General Manager, SDSI
Staff Responsibility:	Individual Contributor with direct reports

2 General Description

This position is responsible in managing and controlling the activities of transportation in the areas of procurement, planning, execution, transportation management and engineering to ensure delivery of service levels in compliance with company and customer requirements.

3 Specific Accountabilities

- To manage and control the activities of transportation in the areas of procurement, planning, execution, transportation management and engineering to ensure delivery of service levels in compliance with company and customer requirements.
- To negotiate and authorize contracts for transportation providers/suppliers, and monitor contract fulfillment in conformance with company and customer requirements.
- To maintain and promote safe work activities by conducting safety audits, investigations equipment research and testing, monitor activities of staff performing repairs and maintenance to equipment, vehicles, and facilities, etc.
- To develop criteria, application instructions, procedural manuals, and contracts for transportation programs.
- To explore and develop own client base, new business and improve sales volume.
- To analyze expenditures and other financial information in order to develop plans, policies, and budgets for increasing profits and improving services.
- To recommend or authorize capital expenditures for acquisition of new equipment or property in order to increase efficiency and services of operations department.

4 Skills Required

- Excellent Communication Skills both oral and written
- Proficient in the use of MS Office Applications (MS Word, PowerPoint especially Excel)
- Customer and Service Orientation
- Technology Management
- Resource Management
- Financial Management

- Transportation Management
- Public Safety and Security
- Contracting and Procurement Skills
- Know - how on Safety Engineering
- Administration and Management
- Freight / Logistics Operations Knowledge
- Problem Solving and Decision Making
- Teamwork and Cooperation

5 Experience and Qualifications

- Candidate must possess at least a Bachelor's/College Degree in any Business related course or the equivalent.
- Experience in Fleet and Transport Operation
- At least more than 5 year(s) of working experience in the related field is required for this position.