



Job Description

Position: Transportation Manager

Department: Operations

Overview: The Transportation Manager will oversee the business and physical operations of our trucking division. This role includes direct management of dispatch, brokering, and planning staff. The successful candidate will ensure the day to day management of the office staff of 20 persons and ensure optimized dispatch of our one hundred plus drivers and owner operators. This role requires management and optimization of our brokering and freight forwarding activities. The successful candidate will be directly responsible for ensuring efficiency of the trucking operations and maximizing P&L.

Responsibilities:

- Plan, organize, direct, control and evaluate the trucking operations of our freight transportation company.
- Supervise all activities of inside staff, drivers and other employees, contractors and service providers involved in the loading and unloading of freight along with the optimized pick-up and delivery of freight at customer locations for less than truck load and full truck loads.
- Support challenging orders that include dangerous goods, hazardous materials, overweight and over dimensional loads and sensitive loads such as with the Military.
- Support the movement of freight across demanding terrain and across borders including all necessary permits and fees.
- Act as a high level contact for large customers.
- Acts as a key contact to customers for operational issues.
- Support the coordination with other modes of necessary travel such as air, ship / barge / ferry and rail.
- Review orders and invoices to ensure accuracy, completes reconciliation as required.
- Supports dispatch team and load planner in optimizing load arrangements.
- Works on the technical aspects of over-dimensional and heavy haul loads, ensuring correct permitting, equipment and regulations.
- Cognizant of vacation schedules and demand forecasts to estimate peak freight delivery periods and maintain appropriate staffing and resource levels.
- Maintain up to date information about international export and import regulations as well as province to province and state to state requirements.
- Develop, document and execute a comprehensive dispatch, planning, brokering and freight forwarding plans to drive optimal customer service, trucking growth and profitability across the business.
- Attract, develop and manage a highly skilled and motivated team to support current and future company trucking requirements as we grow our business.
- Works with other branches and divisions to ensure operational transparency and effectiveness.
- Accountable for driver retention and ensuring profitability for owner operators.
- Provide leadership to all employees through coaching and mentoring.



Requirements:

- Minimum 5 years' experience in transportation operations with at least 3 years in a supervisory role.
- A University Degree in Business or Engineering would be considered a large asset.
- Extensive knowledge on all modes of delivery.
- Experience with TruckMate or similar ERP software for trucking.
- Demonstrated proficiency with Outlook, Word, and Excel.
- Strong negotiation and communication skills are required.
- Customer centric focus.
- May be required to work flexible hours and travel.

We thank all applicants for expressing interest in working with us, however, only successful candidates will be contacted.