

The Transportation Logistics Manager is responsible for leading and overseeing the logistics department within the production facility. The right candidate will be someone who will help make the company profitable, has experience strategizing and developing, along with allocating loads.

The duties identified below are the essential functions of the position. Employees must be able to fulfill these functions in a consistent state of alertness and in a safe manner.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
 - Ensure that all team members are following the safety rules
 - Schedule daily and weekly routes and ensure on time loading and delivery
 - Coordinate with Warehouse Supervisor
 - Monitor and report on transportation costs
 - Ability to run WFP Transportation with profit and loss responsibilities
 - Ensure shipping documents are properly filed
 - Report maintenance and repair needs for transportation vehicles and equipment
 - Research and suggest cost-effective shipping methods
 - Conduct regular safety audits on equipment
 - Organize training sessions for employees
 - Keep organized records of vehicles, schedules and completed orders
 - Ensure compliance with company policies and shipping legislation
 - Stay up-to-date with safety regulations
 - All 3rd party transportation
 - Communicating with everyone to ensure on time deliveries
 - Works with quality control to ensure quality standards are being met
 - Responsible for daily check-in/safety meetings with all employees within the department
 - Monitors employee work performance to ensure all employees are meeting performance standards
 - Conducts employee performance reviews
 - Responsible for shift schedule to include: work station assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees, and shift rotations
 - Keeps workspace and surroundings clean and neat to foster productivity and efficiency
 - Other assignments as made by management
- To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks and pre-employment drug test.

Experience:

- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers
- Degree in logistics or related discipline, preferred.
- 3-5 years of previous leadership experience
- Experience as agent, broker, or load planner is preferred.
- Working knowledge of Microsoft Office applications.
- Working knowledge of standard DOT concepts, regulations, practices and procedures.
- Ability to clearly communicate directions and expectations.
- Ability to manage multiple tasks, to set priorities, and to meet deadlines.
- Ability to communicate with management regarding people and equipment.
- Ability to multitask and pay attention to detail.