

Traffic/Transportation Manager – Welter Transporta

Department: Transportation
Reports to: President, CEO

FLSA Status: Exempt
Date: _____

POSITION SUMMARY:

The Traffic/Transportation Manager is responsible and oversees all aspects of transportation to include all shipments, regulatory and compliance issues. This position is responsible for the profit and loss of the Transportation business and is responsible for the overall management and coordination of the unit. The Traffic/Transportation Manager manages and negotiates all transportation shipments via company trucks, rail, commercial carriers and container shipment, both domestically and internationally. This role will oversee, coach and mentor direct reports.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.
- Recommends the purchase or lease of necessary equipment; and fleet maintenance.
- Ensures maintenance of Company records, this may include: fuel costs, mileage, repairs, backhaul revenues, driver hours and regulatory compliance.
- Produces and implements methods of operation to control cost, while effectively utilizing personnel and equipment.
- Demonstrate a strong sense of business acumen to understand transportations impact on overall Company success.
- Develops and/or approves specific transportation operating policies and procedures as required.
- Prepares and effectively administers department budget, authorizes overtime and work to control costs
- Evaluates capital expenditures and prepares requisitions and recommendations.
- Ensures compliance with regulations governing Transportation including all DOT drug-testing requirements.
- Manages, communicates, and coordinates the movement of goods for inbound and outbound loads to meet service and cost expectations.
- Interacts effectively with management, sales, buyers, and production departments regarding costs, services, and industry capabilities.
- Coordinates with buyers, sales, and production on carrier capacity, timing and costs.
- Answers questions and resolves supplier and customer issues with transportation providers.
- Negotiates document and implement rates for transportation services.
- Maintains lane rate information while managing costs.
- Establishes expectations and review results for rates and service with primary carriers.
- Answers questions and resolves buyer and sales transportation.
- Files and manages claims for any freight loss or damage through to resolution.
- Prepares reports and correspondence and other duties as required.
- Develop and maintain key department metrics.
- Other assignments as made by management.

QUALIFICATIONS:

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.

- 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

EDUCATION/CERTIFICATION/LICENSURE:

- Bachelor's degree in logistics or related discipline, preferred.

EXPERIENCE REQUIRED:

- 10+ years of previous leadership experience to include managing profit and loss responsibilities.
- 10+ years of experience in transportation.
- Experience as agent, broker, or load planner is preferred.
- Demonstrated financial acumen and business awareness to contribute as a team member at the leadership level.

KNOWLEDGE AND SKILLS REQUIRED:

- Working knowledge of Microsoft Office applications.
- Working knowledge of standard DOT concepts, regulations, practices and procedures.
- Experience in van, flatbed, container and rail transportation systems.
- Ability to clearly communicate directions and expectations.
- Ability to communicate with management regarding people and equipment.
- Experience in international transportation shipments.
- Possess extensive knowledge of regulatory compliance such as; DOT, OSHA, etc.
- Possess good communication skills, both verbal and written
- Must have the ability to represent the Company's interests in negotiations with outside professionals and consultants
- Basic computer skills required and personal computer experience, with word processing and spreadsheet applications preferred
- Requires the analytical ability to handle administrative duties and mental alertness to ensure accurate, safe, and thorough completion of work activities

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS:

- Work is considered sedentary and performed mainly in an office setting. Some time will be spent in a manufacturing environment. This role will be exposed to the outdoors when necessary.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee Signature

Date