

# JOB DESCRIPTION



**Job Title:** Transport Manager

**Responsible To:** Depot Manager

**Location:** Normally based at own depot with minimal travel

## **Main Purpose of the Job:**

- To ensure an efficient and effective customer service through good practices and processes
- To manage a first class safe distribution service with budget and KPI's
- To implement and use Paragon planning tool
- Manage local resource levels
- To ensure reportees' induction and periodic training

## **Skills required:**

- Leadership and coaching
- Analysis of trends and resource forecasting
- Financial management
- Understanding of the importance of customer service
- Ability to set and monitor operational KPIs
- Computer literate and use of additional transport/warehouse software systems
- Ability to communicate at all levels of the business
- Good general management skills
- Manage change