**Transportation Manager Job description**

**Job brief**

The Transport Manager is responsible for managing transport operations in strict accordance with state statutes, DPH regulations, local ordinances and company policies. The Transport Manager seeks to maximize revenues while minimizing costs. He/she will ensure that compliance standards, inventory integrity, staff/patient safety, and excellent customer service standards are met at all times

**Responsibilities**

* Focuses delivery on ‘balanced scorecard’ results and sustainable improvement through People and Financial resources, Customer Service and Business Processes.
  + Oversees cost control and KPI performance, actively seeking to improve efficiency, reduce operating costs, increasing margin whilst meeting budget as a minimum.
  + Efficiently manages 3PL providers including, but not limited to, cost effectiveness, control of expenditure, service excellence and purchase order management.
  + Ensures appropriate MI is in place for optimal management of the driver fleet, consistently meeting customer and reporting requirements.
  + Deploys appropriate controls and procedures to effectively and efficiently manage all aspects of customer service and communication.
  + Champions a 'customer first’ approach. Understands and appreciates customer requirements and quality standards. Engages with internal and external customers to meet and exceed customer expectations.
  + Is the escalation point and authority for commercial vehicle and other vehicle maintenance and transport compliance.
  + Maintains an excellent working knowledge of, and works proactively and in accordance with, all current and anticipated legislative requirements and best practice relevant to the transport industry.
  + Ensures that all aspects of Health & Safety are adhered to, including induction and training, operating procedures, near miss reporting and emergency procedures.
  + Understands and meets the company’s Operating Licence obligations ensuring that appropriate controls and procedures are rigorously enforced

**Requirements**

* Management qualification preferred
* Licence to drive
* Licence to drive minibuses
* Experience in a similar managerial role in the transport sector, including supervision of staff
* Experience of managing budgets & contracts
* Excellent written and verbal communication
* Proven ability to plan and navigate journeys confidently
* Experience of vehicle maintenance