

Transport Manager Job Description Template

Our business is looking for a talented and qualified Transport Manager to join our team. In this position, you will be responsible for management of the supply chain. Your duties will include supervising the loading and unloading process to ensure all goods are packed efficiently, supervise warehouse staff and drivers to ensure time is used efficiently and organising warehouse space to allow for the maximum amount of goods to be stored.

The successful candidate must demonstrate strong attention to detail overseeing daily operations and logistics employees. In addition to having excellent organisational skills, you should also possess in-depth knowledge of logistics and inventory systems.

Key Responsibilities:

- Select carriers and negotiate contracts and rates
- Plan and monitor inbound and outgoing deliveries
- Supervise warehouse staff, loading and unloading of goods, shipping and customer services
- Organise the warehouse and label goods
- Plot routes and process shipments
- Respond to any complaints in a timely manner
- Communicate and work with other departments
- Evaluate budget and expenditure
- Ensure all operations follow the required laws, company guidelines and ISO requirements

Personal Specification:

- Minimum of 2 years' experience in logistics or similar roles
- Excellent knowledge of the FMCG industry
- Solid understanding of logistics and inventory management software
- Outstanding analytical, problem solving and organisational abilities
- Excellent verbal and written communication skills