



Job Description – Transportation Operations Manager

Location: Harrisonburg Office
Reports To: Chief Operating Officer

Responsibilities:

- Responsible for direction and oversight of the InterChange Group Transportation Division, including, but not limited to operations, maintenance, safety/compliance, equipment and personnel
- Responsible for divisional economic performance
- Responsible for the justification, specification, selection and purchase of new trucks, trailers and other necessary equipment and systems
- Responsible for disposal of transportation equipment through sale or trade
- Responsible for managing assets and available business in such a way as to minimize operational expenses while maximizing equipment utilization
- Supervise key terminal staff to monitor operations at all company truck terminals, ensuring workload is completed per customer expectations: efficiently, safely and compliant with all applicable regulations
- Coordinate with company maintenance personnel and terminal supervision to keep owned/leased trucks and trailers maintained, safe, and operating per federal, state and local law while managing associated costs
- Assist Harrisonburg terminal supervision in dispatching and managing local & long distance domestic fleet
- Plan with COO and corporate leadership to determine strategic direction of the Transportation Division
- Develop and implement compliant, effective safety programs
- Work with COO, corporate management, human resources department, and terminal supervision to determine staffing levels, job descriptions, and assist in the recruitment of drivers and support staff
- Assist sales team with marketing transportation services by providing information about available capacity and working with existing customers in “organic” sales opportunities
- Partner with accounting staff and sales team to monitor customer payment
- Provide back-up support to terminal supervision and administrative staff in the performance of their duties
- Remain knowledgeable on current industry regulations, trends, and other relevant information
- Share in off-hours/weekend call duties with other staff members and management
- Develop and implement divisional standard operating procedures
- Coordinate with terminal supervision at current and future locations to help maximize driver and equipment utilization across the fleet
- Assist with the compilation and communication of payroll information
- Serve as a member of the corporate leadership team by participating in regular meetings and projects related to the operation of the company as a whole
- Reflect and demonstrate the ideals expressed in the Corporate Keystones at all times and in all situations
- Maintain a high degree of integrity at all times and in all circumstances.
- Perform all duties in a professional manner which promotes the image, growth, profitability, and success of the company
- Maintain a high degree of confidentiality with issues related to drivers (private and personal matters), rates, customers, and other proprietary items
- Other duties as assigned

Requirements:

- Minimum 4 year bachelors level degree, preferred
- Experience in management of a trucking operation
- Must be a “self-starter”
- Must be able to work with minimum direct supervision
- Must be able to work accurately and efficiently
- Must have strong organizational skills
- Ability to remain flexible in work assignments/scheduled hours
- Ability to multi-task as necessary
- Must have good written and spoken communications skills
- Must have strong computer skills
- Infrequent overnight travel may be required