



Forward Trucking, LLC

Job Title:	Office Manager	Job Category:	Administrative
Department/Group:	Operations	Job Code/ Req#:	FORWARD 001
Location:	Houston, TX	Travel Required:	N/A
Level/Salary Range:	Negotiable	Position Type:	Full-time
HR Contact:	John Forward	Date Posted:	02/24/2019
Will Train Applicant(s):	Experienced, Training Provided	Posting Expires:	03/31/2019
External Posting URL:	www.forwardtruckingllc.com		

Job Description

Forward Trucking, LLC is seeking a professional, experienced Office Manager to lead and manage our team of professional truck drivers from our Houston location. The perfect candidate will be a team player with a strong work ethic, integrity, and initiative. Will understand and have experience in leading and managing a driver team to maximize service and safety performance. We have the best customers in the area who value safety and service and have consistent levels of business. We pay our drivers well and run late model equipment from our Houston facilities.

SUMMARY:

Manage driver team to pick up and deliver on time in the safest manner possible reporting to Houston Facility General Manager. Utilize our systems to receive customer orders, communicate to dispatch team information necessary for driver's instructions and keep customers informed of any challenges that arise which might impact service. Communicate all special instructions and work with driver's to maximize performance in MPG & idle time efficiency to include their safety performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop a professional but meaningful relationship with each driver in order to insure his/her needs are being met by the company.

- Schedule and assign loads effectively and efficiently.
- Live update and keep current all daily activities in dispatch system (TMW).
- Verify equipment availability with shop.
- Communicate timely and effectively with customers Communicate with drivers and terminal manager.
- Advocate and maintain commitment to safety.
- Promote and maintain positive attitude with customers, drivers, staff and supervisors.
- Review and maintain driver electronic logs
- Schedule equipment for all PM and DOT tests and inspections.
- Accurately process driver paperwork.

Perform all other duties as specified by Terminal Manager.

QUALIFICATIONS

Qualified applicant must be a team player and strong leader with excellent communication skills. Must be able to demonstrate the ability to organize, direct and manage multiple tasks in a changing complex environment. Intermediate PC, internet, email, and computer skills required. Bilingual preferred (English/Spanish).

EDUCATION and/or EXPERIENCE



High school diploma, 2-4 year college degree preferred and/or 3 to 5 plus years related experience and/or training; or equivalent combination of education and experience. Tanker industry experience preferred. Understand equipment utilization and allocation. Knowledge of DOT regulations.

WORK ENVIRONMENT

Fast-paced transportation office environment.

WORK HOURS AND AVAILABILITY:

Designated work location at office for an average of 40 hours per week. Off most weekends but must be available for emergency situations.

JOB PERFORMANCE STANDARDS:

The following is a comprehensive list of the specific criteria by which a person in this position will be measured and graded for their performance:

- Deliveries are accurately scheduled and delivered on time.
- Ability to work effectively as a part of a team and/or individually.
- Maintain positive driver relations.
- 100% adherence to all safety and legal regulations
- Equipment tracking, maintenance, and reporting..
- All internal and external reports are accurately completed and submitted in a timely manner.
- Ensure that all Company policies and procedures and Standard Operating Procedures are adhered to.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time