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## **PERSONAL SUMMARY**

A energetic, innovative and dynamic transport manager who has a proven track record in managing a highly commercial operation in a fast-paced environment. Experience of effectively running a successful transport function in a high pressure environment. Responsible for the transport and distribution operations and also for providing excellent standards of service, efficiency and performance through outstanding people management skills. Currently looking for a suitable transport managers opportunity to join a successful and growing business and to be part of their ongoing and continued success.

## **CAREER HISTORY**

Distribution Company

TRANSPORT MANAGER - May 2008 - Present

Leading and motivating the entire transport team and responsible for looking after 25 vehicles which run on a 24 hour basis. On call out of hours and at weekends to deal with any urgent matters.

Duties:

- Responsible for getting the right products in the right quantities, to the right locations all at the right time.
- In charge of the day to day operations of the transport department.
- Efficiently managing a team of drivers and vehicles.
- Responsible for all of the dispatching, routing, and tracking of delivery vehicles.
- Dispatching complex and oversized goods to national and international destinations.
- Ensuring company compliance of all transport policies, legislation and procedures to do with tachograph and towing etc.
- Managing, monitoring and developing a team of drivers and line managers.
- Involved in strategic development and strategy making.
- Being the first point of contact for all drivers.
- Making sure that all transport fleet vehicles are properly maintained and serviced.
- Arranging for the induction and training off all new staff.
- Regularly liaising with the delivery manager to ensure a smooth running of both departments.
- Developing and nurturing customer relationships.
- Maintaining accurate administrative records.
- Giving drivers a full debrief, including tacho analysis.

- Organising vehicle checks.
- Identifying operational issues, potential problems and opportunities.
- Resolving and managing queries and complaints courteously and efficiently.
- Appraising staff performance and also taking disciplinary measures when required.
- Ensuring all site and customer objectives are achieved.
- Responsible for all H&S investigations.

## **PROFESSIONAL EXPERIENCE**

### Competencies

- Able to operate effectively in a high volume service driven transport operation.
- Possessing a good understanding of all relevant legal compliance and fleet controls.
- Experience of Budgets and Financial controls.
- Knowledgeable in all process compliance areas including; Legislative, Productivity, Quality and Service.
- Comprehensive understanding all of areas of the supply chain.
- Full understanding of transport operational systems.
- Able to work diplomatically in a unionised environment.
- FMCG background and hold a National CPC.

### Personal

- Able to multiple relationships at different levels .
- Strong communication and analytical skills.
- Problem solving and prioritising skills.
- Man management skills.

## **KEY COMPETENCIES AND SKILLS**

Transport operations  
 Staff appraisals  
 Detail conscious  
 Safety compliance  
 Strategy and planning  
 Vehicle maintenance  
 Route planning  
 People management

## **ACADEMIC QUALIFICATIONS**

Evesham North University      2005 - 2008  
 BA (Hons) Business Management

Coventry North School      2003 - 2005

A levels: Maths (C) English (C) Physics (B)

**REFERENCES** - Available on request.