

Group 6

JOB TITLES	SHORT DEFINITION
Transport Agency manager	<p>The transport agency manager defines a commercial strategy and fix objectives in term of turnover and margin.</p> <p>Participates in the definition of commercial and tariff policies and supervises their implementation. Proposes commercial priorities and adjustments if necessary. He may define strategies with his National/regional office if the agency is part of a network.</p>
Operations manager /supervisor	<p>The operations manager/supervisor implements technical, human financial and business means in order to make sure the transport operations he handles run smoothly and to optimize their economic, financial and technical performances.</p> <p>Concretely involved in the study and conception of transport solutions, within the framework of the business commitments towards customers. Coordinates the implementation of the delivery of services.</p> <p>The operations manager /supervisor conceives the conveying of cargo processes and manages the driving and operational staff, through planning at best team composition whilst respecting internal quality procedures and public regulations.</p> <p>In addition, ensures, in collaboration with his hierarchy, budget follow-up and the control of operations management in order to measure profitability and optimize productivity.</p>
Traffic planner	<p>Plans the day to day scheduling of drivers, vehicles and other transport modes to cover organisational requirements for collection/delivery of goods</p> <p>Has responsibility for the implementation of short and medium term transport solutions for goods.</p>



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Fleet manager	<p>Manages, the operational organization of the road fleet, coordinating staff (workload, driving time) vehicles (routes and weight). Organises the maintenance and the conformity of all repair actions</p>
Consignment manager	<p>Coordinates transportation schedules, Manages the order picking process and supervises the shipping of goods acting with due diligence (deadlines, legal and statutory conditions).</p>
Dispatcher (Traffic Office Clerk)	<p>Is responsible for assigning drivers to routes, keys to vehicles, load manifests and keeping track of driver progress once they are on the road. They check the vehicle security tags prior to it leaving the yard and again on return.</p> <p>They record all information required by the organisation on the appropriate systems relating to the driver, vehicle and load.</p> <p>They also record any feedback from drivers or handle customer enquiries/complaints if necessary for follow up by the appropriate department.</p>
Transit officer	<p>The transit officer is in charge of finding the best solution of transport according to the requests of the commercial department.</p>