	<b>Assistant Transport Manager</b>  <b>Job Description</b>		<b>Document Number:</b>  JD-OPS-09.26
	<b>Department:</b> Global – Operations	<b>Effective Date:</b> July 21, 2022	<b>Revision No</b> 1

## I Reason for Existence

The Assistant Transport Manager is responsible for the execution of day-to-day operational activities as outlined in the policies and procedure to achieve excellence and execute service commitment to clients.


## II Duties and Responsibilities

1. Oversee and carry out the day-to-day operational activities such as dispatching of trucks for import and export transactions, Coordination with Truckers/Alliances, providing trucking rates and updates to Customer Experience to meet the service commitment to customers.
2. On-time preparation of cash advance and liquidation for Operational Expenses (Manpower, Control fees, Truck Expenses, etc.) for smooth execution of trips.
3. Process trucker's billing based on the agreed credit terms to maintain good relationship with them.
4. Prepare operational reports for transactions handled on weekly and monthly basis to determine the specific points for improvement.
5. Assist the manager in planning and implementation of policies and procedures by recommending improvements to achieve operational efficiency.
6. Do regular coaching to Operations Assistants/Trucking Coordinator to ensure that they are highly motivated, engaged, and enthusiastic in delivering service to our customers.
7. Recommend process improvement and develop policy to strengthen operations business control and reduce costs.

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8. Conduct Performance Management by evaluating and discussing Key Performance Indicators (KPI) results to Operations team members and come up with action plans to improve team performance.

9. Perform any other function as assigned by his/ her immediate leader.

### III Minimum Qualifications

1. Graduate of Customs Administration, Logistics Management course preferably or business course and its equivalent.
2. Minimum of two (2) years experience in a position with similar job description.
3. Strong oral and written communications and organizational skills are required.
4. Knowledgeable and proficient in the use of Microsoft office programs.
5. Strong analytical skills, systematic and detailed oriented.
6. With proven people handling skills.
7. High stress tolerance.

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