



Operations Manager

Summary

Controls and utilizes manpower through planning, organizing and scheduling to minimize loss of time, working with capital and operating expense budgets. Monitors daily station performance reports. Ensures all applicable company policies and procedures are followed. Monitors and verifies company reports, delivery records, courier pick-up manifests, time cards, and billing documents. Ensures all station personnel are directed and supervised within corporate personnel policies and procedures.

Responsibilities

- Select, train, develop and motivate hourly personnel; administer an annual operating budget.
- Provide station personnel with information regarding benefits, wages, and corporate and operating policies/procedures, etc., and ensure their uniform application and administration.
- Support corporate image program through proper use of signage, uniforms, etc. Ensure proper security for D. W. Morgan and company properties.
- Lend personal support to the sales efforts within area served by the station.
- Perform overall audit function on packages and vehicles. Inspects facilities and vehicles to ensure good company image and safe working environment.
- Maintain up-to-date knowledge of Department of Transportation regulations and state requirements.

Qualifications

- AA degree preferred or equivalent work related experience
- Previous management or supervisor experience
- Knowledge of Department of Transportation regulations and state requirements
- Previous sales experience a plus

Skills

- Excellent oral and written communications skills
- Project and time management skills
- Proficient in MS Office
- Customer service oriented
- Must be able to lift at least 75 pounds; over 75 pounds with proper equipment and/or assistance