Downloaded from <https://www.velvetjobs.com/job-descriptions/manager-trainee>

# Example of Manager Trainee Job Description

Our company is growing rapidly and is hiring for a manager trainee. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager trainee

* Bachelor's Degree with 1 year of relevant professional experience or 4-5 years of experience in the Transportation/Logistics industry
* Ability to process information with high levels of accuracy
* Anticipate, recognize, and deal effectively with existing or potential conflicts at the individual, group, or situation level
* Ability to accurately analyze situations and reach productive decisions based on informed judgment
* Establish and maintain healthy working relationships with clients, vendors, and peers
* Ability to meet or exceed team/driver needs and expectations and provide excellent service in a direct or indirect manner

## Qualifications for manager trainee

* Must be computer literate and proficient in Microsoft software
* Diamond Council of America (DCA) courses completed within a year from being promoted to this position
* 3-4 years experience in a high volume, quick service or fast casual restaurant environment
* Excellent leadership, communication, and team building skills
* Positive attitude and outstanding work ethic
* High School Diploma or equivalent and/or equivalent related experience