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# Example of Manager Trainee Job Description

Our company is growing rapidly and is looking for a manager trainee. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager trainee

* Perform other duties as assigned or delegated by his/her supervisor
* High School Diploma/GED with 3-4 years of Transportation/Logistics experience
* AND/OR 1-2 years of supervisory experience
* Ability to recognize, anticipate, and resolve organizational, operational or process problems
* Bachelor's Degree with 1 year of relevant professional experience or 4-5 years of experience in the Transportation/Logistics industry or E-4 from Military
* Ability to relocate within the Northeast region is preferred

## Qualifications for manager trainee

* Bachelor's Degree with 1 year of relevant professional experience, OR 4-5 years of experience in the Transportation/Logistics industry, OR Military Non-Commissioned Officer with at least 3 years of supervisory experience (i.e., minimum E-4)
* Develop, manage and assign tasks appropriately to ensure the site is clean, adequately stocked, organize and well kept based on Company standards
* Schedule employees within Company guidelines to maximize customer service and maintain site image
* Ability to supervise and train for the use of equipment, tools and materials listed in the Customer Service Representative (CSR) and Assistant Site Manager (ASM) job description
* Ability to supervise and manage the functions listed in the CSR and ASM job description
* Ability to use computer, or acquire those skills necessary to use a computer at the site, which includes analysis of reports, inventory control, cash control, counseling notices