Downloaded from <https://www.velvetjobs.com/job-descriptions/transport-supervisor>

# Example of Transport Supervisor Job Description

Our growing company is looking to fill the role of transport supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for transport supervisor

* Responsible for the coordination of the movement of fleet lease, factory, and consignment vehicles to and from the auction in accordance with corporate and customer guidelines
* Act as the primary point of contact for transportation within the local auction and ensure customers receive prompt, efficient, and courteous attention
* Supervise & direct daily workload of transport department, including office clerk & drivers
* Assist with ensuring proper staffing in transport department in connection with the volume of pickup and delivery orders
* Properly dispatch loads for correct arrival time and location, and complete all related paperwork to ensure a smooth transaction for vehicle pickup and delivery
* Coordinate with auction drivers to ensure vehicles are picked up in a timely and efficient manner
* Resolve any customer concerns in a friendly, courteous manner and advise the GM and/or Operations Manager of serious complaints or incidents
* Ensure department specific safety tasks are completed as per our Safety program, and promote a safe & healthy work environment for all employees
* Ensure all department employees are thoroughly familiar with operating procedures and safe work processes
* Maximize trailer staging and parking, ensuring all staging zones are maintained by shunt drivers

## Qualifications for transport supervisor

* Ability to add and subtract three digit numbers and to multiply and divide by 10’s and 100’s
* Degree level qualification in a relevant logistics or supply chain subject or equivalent professional qualification
* A highly developed understanding of import / export legislation including duties, tariff codes and Incoterms
* Previous exposure to a highly varied and fast-paced logistics/manufacturing environment with freight forwarders, custom brokers and professional services
* Sound knowledge of stock control procedures ideally within a manufacturing or precious metals environment
* Car driving license - essential