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# Example of Transport Supervisor Job Description

Our company is searching for experienced candidates for the position of transport supervisor. 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 transport supervisor

* A Crane ticket CN
* Knowledge of main road permitting systems
* Daily updates/monitors KRONOS time program for all staff members, entering missing punches, vacation, sick, and unrecorded time as needed
* Manages staff and the transportation management system-software to insure timely transportation (patient through-put) patient(s) transport
* Consistently completes and submits special purchase order requests as needed, including general supplies, special orders, educational materials, and equipment as needed
* Accurately processes, manages daily transportation logs / dispatch information and prepares reports for transportation actions-service performed
* Consistently assists with the performance of regular clerical duties such as filing, copying, typing correspondence, answers phone calls, receives and distributes mail, sends fax information
* Ensures transportation requests are prioritized and dispatched in accordance with established time lines
* To implement the Maritime (Sea), Health and Safety Plan / Policies for all areas under their remit
* To establish and take ownership of Risk Assessments for their areas / departments in addition to ensuring preventative and projective control measures are implemented and recorded

## Qualifications for transport supervisor

* Previous Transport Management experience – essential
* IT literate - essential
* Poultry business experience – desirable
* Hold a class 1 HGV licence - desirable
* Animal welfare qualification – desirable
* Required - 5 years relevant experience including three years of supervisory or leadership experience OR three years of relevant experience including two years of supervisory or leadership experience with a Bachelor's degree