



Example of Junior Manager Job Description

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Our innovative and growing company is looking to fill the role of junior manager. 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 junior manager

- Works closely with the packing department and handles majority of small parcel interstate FedEx air shipments
- Has a good level of industry knowledge and company billing tariffs
- Supporting Client Managers with their day to day work load including setting up client files, creating purchase orders, entering data, producing bill of lading and generating invoices
- Supporting Storage Department with their day to day work load including data maintenance, account activity, storage utilization and month end invoicing
- Liaising with the Dispatch and Operational departments regarding collections, deliveries and packing requirements ensuring the client's expectations are met
- Ensuring the department calls are handled in a prompt and professional manner
- Ensuring the department voicemail messages are reviewed on a daily basis and directed to the appropriate person
- Providing initial training to 'Front Desk Support' and ongoing support including necessary cover when required
- Assisting your line manager, General Manager and Business Development Executive when required
- Organize own book of work the Assistant's support in a highly efficient effective way to meet client expectations and deadlines at all times

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- Minimum of 1 year experience in project management or equivalent
 - Be flexible in the organization of work
 - Proficient in internal computer systems – Genesis / Pipeline Report
 - Possess a good telephone manner that is polite and courteous at all times
 - Demonstrates good communication skills both written & spoken
 - Has good time management skills and being able to multi-task as required