



Example of Manager Trainee Job Description

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Our company is looking to fill the role of 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

- Learn to assign loads and plan, route, and monitor freight movement to provide safe, on-time service and meet customer requirements, including managing freight exceptions and driver ETA adjustments based on pick-up and delivery schedules, and other environmental factors on the road
- Learn to maintain the Company's safety culture to include daily driver safety messages, monthly driver safety briefings, quarterly driver training, annual reviews, and enforce company policies to ensure DOT compliance and company safety requirements are being met
- Learn to work with drivers, customers, and company personnel to resolve service issues, routing and/or planning, mechanical problems, accessorial pay related issues, , as they occur throughout the day and, where necessary, when on call
- Learn to manage yard including checking/inspecting equipment, replacing parts (like mud flaps), completing repairs, , and coordinating with maintenance to ensure all regular preventative maintenance services are scheduled on time and all safety related mechanical issues are fixed for account equipment (as required)
- Learn to perform administrative duties such as payroll, management of the Net-Revenue budget, driver counseling, accident reviews, filing and documenting, resolving pay issues, analyzing P&L statements, invoicing and/or creating operational or financial reports
- Gain knowledge on how to manage inventory, assets, customer pools and/or

- Learn to utilize personnel management including training and orientation of drivers and/or employees including the training and assistance with internal and third party (customer) systems
- Learn to work with drivers, customers, and company personnel to resolve service issues, routing and/or planning, mechanical problems, pay related issues, , as they occur throughout the day and, where necessary, when on call
- Overall store retail/commercial management, supervision, and policy implementation
- Financial management – manage, analyze and reconcile monthly P&L statements

Qualifications for manager trainee

- Work Standards - Setting high standards of performance for self and others
- Incredible passion for driving sales through top customer service and team motivation
- Eye for detail, ensuring right atmosphere at all times
- To be able to lead and inspire a team, focused on delivering the very best levels of service and customer care
- Working with the team and leading from the front set the standards and manage performance
- Willingness to Relocate - Manager Trainees must be willing to relocate in order to start their training and will be transferred again upon promotion into management