

# Careers in the Supply Chain

## Transportation Manager

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**National Occupational Classification Code – 0713**

**Alternative Titles:**

- freight forwarding manager
- superintendent
- transport department manager



## Industry Description

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Transportation Managers plan, organize, direct, control and evaluate companies or departments responsible for the transportation and movement of goods, under the direction of a general manager or other senior manager.

## General Job Description

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Transportation Managers are responsible for overseeing, facilitating and coordinating the movement of freight, personnel and equipment. They manage and control overheads to maximize efficiencies at the best cost to the organization.

## Job Functions

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Transportation Managers perform some or all of the following duties:

- Plan, organize, direct, control and evaluate the operations of a transportation company.
- Set operations policies and standards, including determination of safety procedures for the handling of dangerous goods, and ensure compliance with transport regulations.
- Oversee dispatch of vehicles, vessels or aircraft.
- Control the company or departmental budget, including acquisitions.
- Monitor company's or department's performance, prepare reports for senior management, and plan for changes to schedules and policies.
- Recruit personnel and oversee their training.

## Physical Demands Analysis

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- Transportation Managers require confidentiality in dealing with client information, employee performance information and specific business objectives and financial information of the company.
- Work within deadlines that are competing and unpredictable. Must handle frequent interruptions and inquiries from internal customers, clients and vendors, while addressing problems within fixed customer service and response standards.
- Communications are mostly non-routine and non-controversial, involving professional discussions and meetings among key stakeholders.
- Frequent requirement for attention to detail; prolonged use of computer terminal equipment.
- Work in a typical office environment with frequent exposure to the warehouse-operating environment, temperature variations, under conditions of minor risk of injury and low physical effort.

## Position Expectations

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| <b>Essential Skills</b> |   |
|-------------------------|---|
| Reading Text            | 3 |
| Document Use            | 3 |
| Computation             | 2 |
| Writing                 | 1 |
| Oral Communication      | 2 |
| Thinking Skills         | 2 |
| Working with Others     | 2 |
| Computers               | 2 |
| Continuous Learning     | 2 |

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = high

## Salary Range

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Visit Working in Canada, at <http://workingincanada.gc.ca/welcome.do?lang=en>, to get current information about this position, including salary information.

## Pre-employment Skills

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- Completion of secondary school is required.
- A college diploma or university degree in business or transportation administration may be required.
- Several years of clerical, operational or administrative experience related to freight traffic are required.

Find information about supply chain-related educational offerings across Canada in the CSCSC's education compendium, at <http://www.supplychaincanada.org/en/education-information>.

## Career Levels/Years of Experience

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| Career Levels | Position       | Average Experience |           |
|---------------|----------------|--------------------|-----------|
|               |                | From               | To        |
| 3             | Vice President | 7 years            | 10 years+ |
| 2             | Director       | 5 years +          | 6 years   |
| 1             | Manager        | 4 years +          | 5 years+  |

## References

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- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>
- Essential Skills – <http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml>