

Operations Supervisor

Moore Transport of Tulsa, LLC is an Automobile Transport company providing finished vehicle logistics and transportation services to multiple OEM's. We are looking for an Operations Supervisor for our Chicagoland (Hegewisch and Elwood) IL locations. This position is responsible to dispatch a fleet of drivers to ensure customer requirements are met by properly managing company and customer KPI's. Successful candidate should possess basic knowledge of the transportation industry and be a well-rounded individual with the ability to complete many tasks including, but not limited to:

- Promotes safety and quality by ensuring drivers are following all safety policies and procedures.
- Scheduling, assigning and dispatch all drivers
- Pre-plans all loads via customer forecasts
- Dispatching age according to dispatch reliability standards
- Provide excellent customer service to all customers
- Ensure drivers are using EPOD's correctly
- Update and build loads in dispatch program (Cargotel)
- Enters all assignments into database (Cargotel)
- Assists drivers in troubleshooting when necessary
- Ensures drivers have collected all appropriate documentation and signatures related to delivery of units.
- Informs customer of delivery/pick-up times.

Job Requirements:

- Ability to communicate accurately and professionally with others
- Ability to organize and prioritize projects/work
- Good working knowledge of Microsoft Office
- Ability to research, understand and process information easily
- Work as a team player
- Be of excellent moral character, trustworthy & reliable
- Have a sense of fairness and consistency

Education/Experience:

- Minimum 2 years of prior experience in auto hauling industry
- Minimum 1 year of supervisory experience
- Degree preferred

Equal Opportunity Employer
Drug free workplace