

Regional Operations Manager

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Company: Move One

Location: Poland

Category: other-general

Job Description

RESPONSIBILITIES/DUTIES/FUNCTIONS TASKS:

- On boarding new projects and implementing and improving operations and administrative support.
- Responsible for ensuring that team understands expectations and consistently meet or exceed KPI's.
- Monitor and assist in training logistics shipment managers to ensure consistent operation and customer service level
- Responsible to ensure all logistics jobs are managed properly as per administrative and financial internal procedures and requirements
- Assist in development of forms and tools to increase Company and operational efficiency
- Manage all staff reporting to the position so as to effectively recruit, train, evaluate, motivate, delegate and monitor their activities.
- Keep the manager informed of task accomplishment, issues and status
- Work closely with Country managers on vendor selection, management and pricing
- Provide status reporting of team activities against the program plan or schedule
- Monitoring, measure and manage performance and service quality of the team
- Coordinate meetings with the Global Manager to discuss any type of impediments, needed resources or issues/delays in completing the task
- Monitor the progress of jobs and services throughout the region - Planning, Execution and Billing.

- Systematic review of the jobs to identify any challenges before hand and discuss the same with team - Proactive and not reactive
- Establish times, places and agendas for planning of the jobs and discuss any challenges with the jobs
- Develop processes, design documentation standards, techniques and tools to support task performance.

Skills

QUALIFICATIONS:

- Minimum 5 years Logistics Operations Experience
- Minimum 5 years experience working in an international environment preferred.
- Excellent communication and interpersonal skills
- Preferred university graduate
- Computer literate (PC applications: Word, Excel, Open office, Windows)
- Experience in handling shipments for Middle East, Afghanistan and Iraq
- Prior global shipping management experience is highly desirable.

WORK REQUIREMENTS:

- Multi-task under high-pressure situations with a high sense of urgency.
- Work effectively as a team contributor on all assignments.
- Strong problem solving skills and the ability to effectively manage others in a team-based environment.
- Proficiency in MS Office applications and familiarity with web-based applications.
- Demonstrated ability to work effectively in a culturally diverse environment.
- Interact professionally with other employees, customers and suppliers.
- Proactively seeks to self educate on developments in the local and international logistics industry.
- Use personal judgement and initiative to develop effective and constructive solutions to challenges and obstacles in logistics operations activity and procedures.

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Job Details

Employment Type Employee

Preferred Candidate

Career Level Mid Career

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