



Position title: Fleet Manager
Reporting to: Director of Operations

We are currently hiring an enthusiastic, motivated, team player to join our Team. This role is crucial for our supply and demand management to ensure products are shipped to their appropriate destinations. You are responsible for ensuring that the supply chain is efficient and effective throughout the organization. You'll be involved in the analyzing, planning and coordination of all aspects of daily logistical operations for inventory, distribution, transportation, or other processes that support the achievement of organizational goals and KPI's for product delivery and customer satisfaction.

The Fleet Manager will also manage our drivers and vehicle maintenance for both Allsco/ALweather locations. The Fleet Manager will be responsible for assisting in the recruitment of quality drivers into the fleet, maintaining detailed records of vehicle servicing and inspection and scheduling regular vehicle maintenance to ensure operational efficiency.

RESPONSIBILITIES

- Purchasing and maintaining vehicles for deliveries; deciding whether to lease or buy
- Assisting in the recruitment of quality drivers into the fleet
- Accountable for the health and safety of the departmental employees including PPE enforcement, on the job training, first aid, etc.; ensures complete compliance of health and safety procedures from all departmental employees through constant audits on daily monitoring of personnel
- Ensures that all injuries, incidents, near-miss incidents, investigation, reportable events, and corrective actions are treated and reported according to company procedures with correct and accurate documentation
- Responsible for scheduling manpower per shift, attendance, performance, overtime, job rotations, training, vacation tracking, back-up of key positions, leaves of absences, progressive discipline, etc.
- Developing efficient driver schedules to maximize profits
- Managing drivers so they adhere to strict schedules

- Monitoring driver behavior and ensuring a high level of customer service
- Registering and licensing all vehicles under their management
- Developing strategies for greater fuel efficiency
- Maintaining detailed records of vehicle servicing and inspection
- Ensures compliance with Canadian Department of Transport laws and regulations
- Oversees DOT compliance and reporting as it relates to the fleet
- Utilizing GPS systems to monitor drivers and track vehicles in case of theft
- Utilize systems to input and obtain workflow status and information and to identify problems in operations
- Manages fleet department budgets and obtain appropriate suppliers and rates that fit our business needs
- Capable of resolving escalated issues arising from supply issues, operations and requiring coordination with other departments
- Monitoring existing logistic systems and making suggestions for improvements when needed
- Advising on optimal transportation activities such as routing, equipment, and schedules for delivery
- Creating and enforcing policies and practices for logistics activities that focus on effectiveness sustainability, and efficiency
- Managing logistics personnel including supervision, scheduling, performance management, and more
- Keeping track of delivering metrics (Ex: defects, time of deliveries) and conducting related audits
- Analyzing logistical patterns and industry trends to predict product requirements
- Participates in production meetings and able to report on achieved departmental targets and status updates with accurate information in a timely manner
- Communicates department training needs with Director of Operations and coordinates the execution of the training based on production and scheduling requirements
- Assists in any roles within department as necessary to meet production targets
- Positively communicates and collaborates with all production departmental Managers concerning shipping updates and coordination of product and materials; encourages interdepartmental communication and collaboration.
- Demonstrates strong leadership skills, leads by example and is accountable for the department
- Responsible for incoming/outgoing of truck safety procedures (i.e., chocking of trucks), circle checks and logbooks are completed accurately, and records are maintained; perform audits as required

- Performance Management and disciplinary action to drivers who are not making efficient use of their time, requiring excellent leadership and decision-making skills
- Other duties as assigned

REQUIREMENTS

- 3-5 years experience
- Post secondary education in logistics or supply chain management is preferred
- Experience in the transportation industry
- Proficient computer skills; Microsoft Word, Excel, PowerPoint, Outlook
- Outstanding organizational skills and a professional mannerism
- Excellent planning and time management skills
- Ability to prioritize and manage multiple tasks and work efficiently under pressure in a fast paced, deadline-oriented environment
- Analytical mindset and good problem-solving skills
- Exceptional strategic thinking and interpersonal skills are crucial for this role
- Excellent written and verbal communication skills
- Self-motivated and goal oriented

TALENTS

- Be recognized as an authentic team player who puts his/her team's talents in the spotlight
- Capable of identifying opportunities for business, cost reduction and process improvement
- Proudly promoting The Company's interests, values and culture and perceived as a model by his/her peers
- Strong moral sense, honest and rigorous
- Customer focused
- Ambassador of change and able to influence and support the team

WE OFFER

- An exciting and fast paced work environment with opportunity to grow and develop
- A competitive salary
- Flexibility of hours, vacation, sick days/personal days
- Group Insurance Benefits Package
- Group RRSP Program

To apply, please submit your cover letter and resume to nmitton@allsco.com

