



**Job Title:** Shipping Manager

**Immediate Supervisor:** Branch Manager

**Basic Function:** Supervise Drivers & Puller Personal as well as Dispatch Duties

**Job Description:**

At Randall Brothers, we count on our delivery team to provide excellent customer service. In this position the individual is responsible for managing other individuals and helping to maintain our level of customer service. This individual is responsible for maintaining all records and documents for each driver and piece of equipment on the yard ensuring that every piece is in working order with as much uptime as possible. You will handle all routing and planning of the trips that the drivers make to ensure efficiency in every run. The ideal candidate is a quick learner who can think on their feet and resolve any issues that may arise with our customer-respect business mentality, serving as the voice and face of our company, and be integral to reinforcing our reputation for exceptional customer service to their employees.

**Position Responsibilities:**

- Printing and laying out all runs for day
- Follow all company communication guidelines, procedures, and policies under minimal supervision
- Be able to know when you close a day for deliveries
- Recommend improvements to processes for overall improvement of company efficiency
- Manage individuals to achieve goals each and every day
- Schedule/Approve time off for drivers and pullers
- Handle all paperwork that is required by both the government and the company
- Accurately check/verify loads against delivery and/or credit-memo tickets
- Possess good interpersonal skills to communicate directly with customers if needed
- Extensive use of Google Maps for route planning and onsite help with drivers if an issue arises
- Ability to operate a Moffit / Navigator forklift
- Train individuals should the need arise
- Fill out and maintain safety logs for both drivers and pullers
- Maintain clean vehicles and report all vehicle issues
- Must be on time, reliable and have a good positive attitude
- Must be a team player able to work in a fast-paced environment
- Must be willing to submit to random drug tests
- Must attend ALL safety meetings – lead by example
- Perform other duties as designated by Branch Manager

**Education:**

- High School Diploma or Equivalent

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[RandallBrothers.com](http://RandallBrothers.com)

**Experience:**

- Industry Knowledge is a plus
- Shipping Experience is a Must

**Skills, Knowledge & Abilities:**

- Valid Driver's License with clean MVR
- Minimum 1-year similar driving experience required
- Must be able to operate a manual transmission
- Must maintain all vehicle logs
- Must obey all OSHA policies and procedures
- Basic Computer knowledge
- Basic Office 365 knowledge – Outlook specifically
- Must be able to pass drug tests and background checks
- Must be able to work from 5 am - until job is done (typically between 6-7pm Mon-Fri)
- Product knowledge is a plus

**Physical Demands:**

- Manual Loading and unloading up to 80+ lbs. consistently
- Must pass drug test and background check.

**Environment and Physical Working Conditions:**

- Typically office conditions with the occasional outside trip to inspect loads or equipment

**License or Certification:** Valid GA Commercial Driver's License

**Special Requirements:** None