

National Manager - Freight

Job Title	National Manager		
Division	SMSA Freight Division		
Department	Freight Management Department		
Section	Freight		
Location		Direct Reports	Regional Supervisors
Reports To	Managing Director	Version Number	1
External Relations	Customers	Guide Number	7165
Internal Relations	Customers	Job Code	

Basic Function

To ensure overall growth of the SFD business through quality service at competitive costs

KEY Responsibilities

Core

- Comprehensive business involvement of SFD including Operational and Sales Management.
- Formulating long and short-term Business/Quality strategies, plans and Budgets.
- Ensuring successful Implementation of the plans.
- Initiate and implement strategies for appropriate business infrastructure and analysis.
- Negotiate and acquire long term contracts and get them signed by the higher authorities after analyzing the business output.
- Direct the staffs for proactive involvement in the business with special regard to profitability & quality.
- Monitor the affairs of all offices in SFD, Saudi Arabia.
- Determine the resources required by regions and the availability on time.
- Formulate policies to achieve objectives ensuring higher customer satisfaction compliant to company policies.
- Maintain continuous contact with the international partners and ensure their requirements are met.
- Develop corporate customer base.
- Reporting to Managing Director (MD)
- Employee satisfaction Survey
- Delivery commitment
- Revenue Target
- Align with the budget
- Quotation Ratio reports
- Staff Trainings
- Lost revenue/ lost customer

- Saudization

EHS

- Ensuring that all safety related equipment and systems, particularly fire fighting, alarm, emergency lights and similar equipment are identified, listed and scheduled as part of the preventive maintenance program, and that they remain in safe & good operational condition at all times
- Coordinating with maintenance staff concerning occupational health & Safety, and environmental management
- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Overseeing and monitoring all the work activities in order to make sure that work- and job-related hazards are identified and the work is being performed safely, following the OHS system / rules, and considering the environmental management principles
- Coordinating with the Maintenance Engineer / contractor regarding the execution of the preventive/corrective maintenance activities
- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits / inspections. Take a major role in incident reporting & investigation
- Participates in the emergency response plan, development, and in conducting emergency drills
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs, communication & management
- Planning and supervising the EHS awareness and training activities and ensuring competence of all personnel
- Supervising the EHS internal audits, inspections, and corrective / preventive actions effectiveness

Business Continuity

- Providing leadership, commitment, support, and resources to the BCMS.
- Assign responsibilities and authorities for other BCMS roles.
- Establishing and communicating the BC policy.
- Ensuring the performance of the BCMS is monitored, reviewed, and continually improved.
- Promoting and contributing to the BC culture

Competencies - Professional and Technical

Behavioral Competencies

Conflict Management	Level 4
Creative Thinking	Level 4
Decision Making	Level 4
Initiative	Level 3
Planning & Organizing	Level 4
Risk Management	Level 4
Stress Management	Level 2
Team Leadership	Level 4
Teamwork	Level 4

Competencies – EHS

Knowledge of basic environment health and safety requirements
 EHS corporate objectives awareness
 Awareness of EHS requirements in the QEHS management systems
 Have attended EHS awareness training (if applicable)
 Awareness of Environment Health Safety incident reporting

Organizational Competencies

Advanced

**Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)*

Decision Making

Provide quotations
 Revise quotations as per customer's demand
 Selection of suppliers/vendors
 Signing IOUs, Payment Vouchers, Costing Sheet etc.
 Approval for staff leave, Over Time, Business Travel & Personal Action Form
 Signing all official documents on behalf of SFD

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

•Bachelor's Degree (Preferred specialization in their field of work). (Those in finance/ accounting jobs must be a CPA or equivalent.). At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.

or

•Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position

or

- Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
Updated by:	Date:	Approved by:	Date:
Employee Name:			

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: