

Transpot Manager

ALI Secretariat

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RichLand Logistics Indonesia ('RLI'), the Indonesian subsidiary of Ramba Energy Limited, commenced joint venture operations in 2007 with RichLand Logistics Services Pte Ltd, its Singapore-based sister company, to provide general transportation and warehousing services within Indonesia. RLI focuses on providing domestic transportation and distribution services as well as warehouse management operations in various key sectors, namely consumer products, technology, petrochemical and industrial sectors. RLI also continues to develop critical competencies to support the expanding oil and gas industry in Indonesia under its Project Logistics division.

Opportunity:

An

exciting opportunity has arisen to appoint a TransportManager to be principally responsible for the provision of the contracted outcome deliverables by Richland to the client contract and their customers at the site/region.

These

services include management of the shuttle operation out of the client's site and responsibility for the distribution on behalf of the client's contract to customers.

The

Transport Manager is required to manage a proactive and effective Transport Department team are also responsible for the management of pallet and din control; responsibility for duty paid storage movements; and the associated administrative and reporting functions.

Job scope:

Process

Coordinate the

provision of the contracted outcome deliverables by Richland to the Client's

contract and their customers in a timely and effective and efficient manner.Overseeing the efficient and profitable performance of the shuttle operation. This includes maximising vehicle utilisation (both time and volume); maximising the return of revenue per hour; being personally involved in non-management.Maintain a focus on continuous improvement in all areas of operations within the transport management responsibilities through the development of timely, accurate and auditable pallet and din and duty paid storage processes.Enhancing the effectiveness and use of the Computer System eg. through integration of the various fleets.Ensure the timely delivers of regular reports through the various reporting systems.

Customer

The effective utilisation of distribution resources which will deliver the most productive outcomes for Richland while meeting or exceeding the customer service benchmarks of our client.Deliver the most productive outcomes for Richland through the effective utilisation of transport resources while meeting or exceeding the customer service benchmarks of our client.Develops and maintains relationships and contacts with customer to enable objectives to be met.Ensures agreed customer objectives and measures are met.

Finance

Produce budget, resource and capital planning and weekly key performance reporting and analysis to ensure an efficient and cost effective transport operation.The development of a sound customer base which maximises our transport capabilities and maintains business development opportunities.Effectively utilise fleet and facilities to ensure the most efficient and cost effective operation.Implement

initiatives that ensure cost containment, maximize profit and meet budget and customer objectives. People
Developing and maintaining an effective interface between shuttle, warehouse operational, transport and administration personnel. Ensure adequate levels of appropriately trained employees and contractors are available to effectively maintain customer service levels. Anticipate and satisfactorily resolves all problems and issues with customers, equipment and staff. Ensure effective communication between Richland, customer, employees and contractors. Developing own potential and that of the personnel working in the warehouse to ensure effective succession planning. Involvement in negotiation of Enterprise Agreements and other IR matter to ensure good labour relations are maintained. Acting in accordance with corporate values and ensuring other Richland employees do the same.

Safety
Ensure all appropriate actions are taken to implement the Occupational health safety Policy, health and safety procedures and legislative requirements. Monitor and supervise the health and safety through formal participation in Hazard Identification, Risk Assessment and Control Planning, workplace inspections, pre-purchase evaluations etc. and informally through work site visits and discussions with staff. Participate where required in the resolution of safety issues. Review all accidents/incidents and corrective action reports. Review any health and safety related reports, and takes appropriate action. Participate in Health safety Committees. Ensure consultation with employee health and safety representatives, particularly in Hazard Identification, Risk Control planning and on any workplace changes which have a health and safety component. Communicate

regularly on relevant OHS matters and review the health and safety performance of direct reports. Ensure safety is an agenda item for all meetings. Initiate actions to improve health and safety within area of responsibility. Ensure all employees/contractors are inducted and receive regular training s required to perform their job safely. Participate in the rehabilitation of injured workers, in consultation with the Return To Work Coordinator. Allocate adequate time and resources for the Health safety Program to be established. Maintain Health safety documentation and records in accordance with Richland Safety System requirements.

Job Requirements:

To be stationed in Jakarta. 10 years' experience in provision of third party logistics services. Degree in industrial engineering/business management/transport management. Proficiency in computer skills Possess leadership qualities Resourceful has good initiative Excellent interpersonal communication skills Ability to work under pressure tight deadlines Expert Microsoft Office skills like Word, Outlook, and Excel. Experience with SAP warehouse management systems and accountability for management accuracy of clients inventory. Good understanding and application of budgeting and finance systems. Staff management experience, including negotiation and communication skills. Customer service experience and skills. Change management and leadership skills. Previous management experience and a sound knowledge of transport services. Good knowledge of the unions and industrial environment. Good understanding of legislation applicable to the workplace and ability to act in accordance with (but not limited to) OHS guidelines, duty of care responsibilities, chain of responsibility legislation, Drug Alcohol policy, all Richland workplace policies.

General: