



## **Driver/ Logistics Manager**

**Job Description:** Driver/ Logistics Manager

**Job Purpose:** Manage the transportation of products and materials by personally driving IDS commercial trucks, supervising IDS US DOT Compliance, scheduling and booking 3<sup>rd</sup> party freight. Coordinate and participate in the loading and unloading of inbound and outbound freight at the IDS facility. Provide timely and accurate reports to the finance department.

### **Job Duties:**

- CDL Driver for IDS commercial truck(s), including inbound and outbound freight as well as select 3<sup>rd</sup> party commercial loads
- Work with project and production manager(s) to schedule, procure and drive shipments.
- Administrate IDS US DOT including administration and compliance reporting.
- Maintain a schedule for required maintenance of IDS DOT Fleet vehicles and driver(s)
- Ensure operation of equipment by calling for repairs, assigning and monitoring maintenance functions and recommending new equipment for all IDS Fleet Vehicles.
- Foster a spirit of cooperation within and between departments.
- Maintain professional leadership skills by attending prescribed programs.
- Contribute to team effort by accomplishing related tasks as needed.
- Required participation in random drug testing program

### **Skills/Qualifications:**

- Minimum 3 years' experience driving US DOT Commercial Vehicles
- Current CDL
- Capable administration of US DOT compliance
- Professional communication and negotiation with 3<sup>rd</sup> party Logistics providers
- Microsoft office
- Smartsheet