

Administrative and operations transport manager

Belgrade

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Experienced

Serbian,English

19.04.2015

We are looking for an **administrative and operations transport manager**.

The duties of this position include:

- Manage regional operations through maintenance of the operational budget and assistance in implementation of regional programmes,
- Manage daily reports to the beneficiary and the HO in Bucharest
- Manage the schedule of the designated drivers and the truck fleet
- Manage daily administration of the serbian subsidiary through inventory, office management and contracting;
- Manage in organising and schedule transport of LPG and bitumen with own fleet or subcontractors

Interested candidates need to be dynamic, open, hard-working and committed persons, who posses the following characteristics:

- Bachelor degree in finance, business, or similar; - strong computer literacy including excel and data processing tools;
- At least 3 (three) years of professional experience in transport or oil company, experience in implementation of programmes is an asset;
- Proficiency in written and spoken English,
- Good judgement in balancing the need to follow orders and take initiatives,
- Well organised, tidy and trustworthy person, methodical in their approach to the office environment;
- Openness and willingness to learn and improve knowledge and skills.

The vacancy is open to citizens of Serbia , the location Belgrade.

About the Company:

The serbian company is the subsidiary of a multinational transport company which is specialized in fuels, LPG, and bitumen transportation with a fleet of more than 350 trucks, and with more than 500 employees.