Area/Training Manager
Job Description

JOB SCOPE AND DUTIES

The comprehensive goal of the Area/Training Manager and primary objective is to maintain and/or help create an organized and efficient work environment for servicing our customer base. The Area/Training Manager reports directly to the Redi-Mix Operations Manager. The major areas of primary responsibility are as follows:

- **Operations**
    1. Work with the Credit and Collections Department to assist with A/R collections in area *as requested*
    2. Foster a team-building environment
    3. Resolve customer issues and complaints at the direction of the RM Operations Manager, while keeping VP Sales/Acquisitions apprised of the situation
    4. Handle collections as directed by VP Sales/Acquisitions in conjunction with XXXX Office and/or Credit Manager and RM Operations Manager
    5. Take over the operations of plants as directed by RM Operations Manager
- **Training**
    1. Oversee training of all drivers to include redi-mix, sand & gravel, tractor trailers, boom truck drivers, as well as Plant Manager training, under the direction of the RM Operations Manager
    2. Oversee and update driver training manual/program for the entire company
    3. Participate in the New Employee Orientations, as it pertains to driver training

- **Other Responsibilities**
    1. Represent the company in industry related organizations as deemed necessary by the RM Operations Manager
    2. Evaluate the performance of subordinates including timely and accurate performance appraisals
    3. Resolve employee complaints/issues at the direction of the RM Operations Manager
    4. Investigate accidents and report same to Safety Director as well as the RM Operations Manager
    5. Ensure that employees are working in a safe and professional manner
    7. Performs other duties as assigned or as necessary

DESIRED QUALIFICATIONS

- EDUCATION:
    1. B.A or B.S. in Business Management *or* combined with Equivalent Experience
- SKILLS:
    1. Must have excellent written and verbal communication skills
    2. Must be discreet, as position requires the handling of confidential information

3. Good computer operating skills (general windows applications)
4. Strong math skills
5. Excellent managerial and organizational skills

- EXPERIENCE:
    1. Minimum of 5 years experience in Plant Management and be skilled in the operation of mixers, dump trucks, tractor trailers and equipment that we use here at the Company

CERTIFICATES, LICENSES, REGISTRATIONS RESTRICTIONS

1. Must be able to drive/sit for extended periods of time, as this position requires extensive traveling

OTHER COMMENTS

1. Must be able to work long and flexible hours as necessary
2. Must be able to work under pressure while maintaining highest level of professionalism