



**Transportation Manager**  
Job Description

**Reports To:** Director of Risk Management

**FLSA Status:** Exempt

**Summary:** Responsible for all inbound and outbound, rail and truck, commodity transportation movements and costs, maximizing use and efficiencies of transportation service, while supporting the policies, goals and objectives of the company.

**Essential Duties and Responsibilities:**

- Manages rail and truck logistics
  - To maximize use and efficiency of rail and infrastructure;
  - To properly release cars and set schedules for inbound and outbound trains;
  - To minimize transportation costs for inbound and outbound products; and
  - To ensure ample cars are available to meet plant production requirements.
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- Serves as single point-of-contact for railroads.
- Manages lease agreements.
- Owns all reconciliation on damaged cars.
- Reviews and optimizes leased fleet size.
- Ensures plans account for optimum demurrage costs.
- Reviews all freight payments for accuracy and completeness.
- Ensures optimum levels of commodities at plant.
- Commodity movements.
  - Ethanol-coordinates the shipment with the Advanced BioEnergy marketing group and railroad, tracking railcars and verifying transactions to meet production schedule and inventory targets.
  - DDGS- coordinates the shipment schedule with Advanced BioEnergy marketing group and railroad and tracks railcars; ensures adequate supply of inbound cars to meet production/inventory targets.
  - Corn- coordinates the inbound shipments of rail corn with marketing group and railroad to meet production/inventory targets.
- Plan Development.
  - Daily- communicates, via written plan, the needs for next day's shipment schedule and rail car return schedule.
  - Weekly- communicates, via written plan, the next week's shipment and rail car return schedules
- Plans outbound disposition of commodities, informing the railroad or marketer where cars are going.
- Creates bills of lading for distiller's shipments.
- Manages delivery schedule of denaturant to ensure adequate supply as required by production.
- Other duties may be assigned.

**Qualifications and Competencies:** Following are multiple criteria essential to meeting the requirements if the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Pertinent Experience: The minimum requirements for education and experience are listed below. Consideration will be given to individuals with an equivalent combination of education and experience.

- Bachelors Degree in Business Administration or related field.
- 5+ years experience in managing transportation logistics.
- In-depth knowledge of transportation industry.

Supervisory Responsibilities:

- Minimum 5 years managing people, equipment and operations.

Computer Skills:

- To perform this job successfully, the individual must have expertise and proficiency with basic office computer software, e.g. word processing, email and spreadsheets.
- Ability to prioritize and multi-task in a fast-paced environment