

MANAGER, MANITOBA TRUCKING ASSOCIATION

The Manitoba Trucking Association is searching for a Manager with a desire to grow and progress within the organization. The individual must be a motivated, energetic self-starter with strong leadership skills capable of managing the staff and the various programs and services of the Association.

Reporting to the Executive Director of the MTA, the successful applicant will provide support on assigned files relating to government issues and provide administrative support to member-based councils, divisions and committees and their activities within the association. The successful candidate will also be responsible for the management of the office and staff and provide organizational, administrative and logistical direction and support for various activities and events.

Qualifications

The candidate will possess a post-secondary education which may include business management, association management, transportation and/or logistics, or a suitable combination of education and experience. Also required are strategic analytical, problem solving and critical thinking skills, strong organizational skills, ability to multi-task, set priorities, meet deadlines, innovate and think creatively. The candidate will have excellent oral communication skills with the ability to successfully dialogue with individuals internal and external to the organization; excellent written communication skills required for the development of policy, (prepare position papers and other policy related documents); sound interpersonal communication skills with the ability to resolve conflict and effectively liaise and build collaborative relationships with stakeholders; sound computer knowledge and experience (including Word, Excel and Outlook).

Knowledge of the Truck Transportation industry and several years of experience in a similar role with a business, trade or professional association or not-for-profit and/or trucking industry experience would be an asset. Knowledge and experience with financial management (preparing and managing budgets) along with experience managing staff would also be an asset.

Please forward an electronic application in confidence to: HR@trucking.mb.ca by May 6, 2011. Please include cover letter, resume and salary expectations.

Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications. We thank all who apply and advise that only those selected for further consideration will be contacted.



Manager Job Description

This position reports to Executive Director.

Research and Lobby Activities

- Manage and resolve government issues as required/assigned
- Provide research support to ED and Board
- Develop letters and position papers as required
- Liaise with other agencies, organizations and groups
- Provide technical reference and support to members

Office Management

- Maintain office equipment
- Review and approve service contracts (including office machines)
- Supervise office staff
 - Recruit, select, orient and train staff
 - Develop and maintain appropriate job descriptions for all staff
 - Evaluate staff performance
 - Discipline staff
- On-going evaluation of business processes and systems
- Analyzes and documents current processes and workflow
- Plan and implement procedures and systems to maximize operating efficiency
- Develop and maintain the Personnel Policy & Procedure Manual
- Responsible for bank deposits and transfers

Products & Services

- Meet with member and non-member company representatives to inform them of the products and services that are available through the MTA
 - Products/Services
 - Courses/Training
 - Group Benefit Plan
 - DriverCheck
- Coordinate with Program and Member Services Coordinator to develop contact list

Events Management

- **Oversee Association events**
 - Golf tournaments
 - Spring fundraiser
 - Fall awards dinner
 - AGM's
 - VMC trade show
 - Scholarship luncheon
 - Curling league and bonspiel
 - Misc
 - Preparing sponsorship packages
 - Meeting with event committees
 - Monitoring staff responsibilities and actions

Committees

- MTA contact and administrative support for the Associated Trades Division & Vehicle Maintenance Council
- Act as a liaison between Associated Trades committees and the carrier members
- Provide required information and resources as required
- Plan and organize monthly meetings

Special Projects

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements
- Creates project plans and schedules as required
- Assigns task responsibilities to project
- Work with the Marketing and Communications to develop an integrated communications strategy for projects
- Manages internal and external relationships
- Monitor project progress
- Identifies, assesses and minimizes project risks to successful project completion
- Manage budget and cash flows

