

Fortune 500 experience. Career development. Nationwide opportunities. We are J.B. Hunt.

Our success comes from strategically placing you in the most suitable role. Whether you have a passion for operations, sales, engineering, or information technology, we can jump start your career!

J.B. Hunt Transport, Inc. is no stranger to the transportation logistics industry. From our humble beginnings in 1961, with only five tractors and seven refrigerated trailers, we have evolved into one of the largest transportation logistics companies in North America. We provide safe and reliable transportation services throughout the United States, Canada and Mexico. Our four business segments (Intermodal, Dedicated Contract Services, Truckload, and Integrated Capacity Solutions) allow us to provide customized freight solutions for customers big and small. It's no wonder we have been named one of America's Most Admired Companies by Fortune Magazine.

Dedicated Contract Services specializes in total supply chain management solutions, customized to meet each client's needs. We serve customers in over 450 locations, ranging from but not limited to, retail, food and restaurant, agriculture and the oil industry. We are expected to double in size in the next five years - We are not slowing down!

What does an Operations Management Trainee do?

Under general supervision, this position is responsible for learning the management of small driver count and/or non-traditional shifts (including nights and weekends), ensuring safe and timely service movement of freight, load assignment and providing best in class customer service. This position will be trained to ensure compliance with DOT regulations. They are responsible for all drivers compliance and company regulations while working with internal and external contacts to ensure the accurate planning, routing, monitoring, and delivery of freight and loads

Key Responsibilities:

- Learn to build and maintain positive professional relationships with drivers and safe, reliable outside carriers to ensure seamless new carrier set-up, minimize turnover and maximize ongoing productivity.
- Learn to assign loads and plan, route, and monitor freight movement to provide safe, on-time service and meet customer requirements, including managing freight exceptions and driver ETA adjustments based on pick-up and delivery schedules, and other environmental factors on the road.
- Learn to maintain the Company's safety culture to include daily driver safety messages, monthly driver safety briefings, quarterly driver training, annual reviews, and enforce company policies to ensure DOT compliance and company safety requirements are being met.
- Learn to work with drivers, customers, and company personnel to resolve service issues, routing and/or planning, mechanical problems, accessorial pay related issues, etc., as they occur throughout the day and, where necessary, when on call.
- Learn to manage yard including checking/inspecting equipment, replacing parts (like mud flaps), completing repairs, etc., and coordinating with maintenance to ensure all regular preventative maintenance services are scheduled on time and all safety related mechanical issues are fixed for account equipment (as required).
- Learn to perform administrative duties such as payroll, management of the Net-Revenue budget, driver counseling, accident reviews, filing and documenting, resolving pay issues, analyzing P&L statements, invoicing and/or creating operational or financial reports.
- Gain knowledge on how to manage inventory, assets, customer pools and/or assignment of drivers to balance equipment in market.
- Become proficient in maximizing efficiency of fleet operations and profitability and making recommendations for continuous improvement, measuring key performance indicators, and creating, maintaining and presenting customer specific reporting and financial analysis through face-to-face interactions at customer location.
- Learn to utilize personnel management including training and orientation of drivers and/or employees including the training and assistance with internal and third party (customer) systems.

- Fill in for absent or unavailable personnel and on special projects related to optimizing fleet operations and achieving profitability.

Schedule:

- Must be willing to work 1st, 2nd, or 3rd shift.
- Must be willing to work Saturdays or Sundays.
- Shift and schedule will be determined based upon account need.

Location:

- You will be working in the Chicagoland area (Alsip, Bolingbrook, Carol Stream, Chicago, Joliet, Naperville, Wilmington, etc.)
- Account location will be determined based upon account need.
- After successful completion of the management training, you will run the day to day operations with your team at an assigned account.

Minimum Qualifications:

- High School Diploma/GED with 3-4 years of Transportation/Logistics experience and/or 1-2 years of supervisory experience.

Preferred Qualifications:

- Bachelor's Degree with 1 year of relevant professional experience **OR** 4-5 years of experience in the Transportation/Logistics industry **OR** Military Non-Commissioned Officer with at least 3 years of supervisory experience (i.e., minimum E-4).
- Ability to process information with high levels of accuracy
- Anticipate, recognize, and deal effectively with existing or potential conflicts at the individual, group, or situation level
- Ability to accurately analyze situations and reach productive decisions based on informed judgment
Ability to adapt to changing environments
- Establish and maintain healthy working relationships with clients, vendors, and peers
- Ability to meet or exceed team/driver needs and expectations and provide excellent service in a direct or indirect manner
- Effective communication skills
- Ability to recognize, anticipate, and resolve organizational, operational or process problems