

NOW HIRING, Be part of our TEAM!

Position encourage Interns to APPLY!!!

In our Relations/Administrative Manager position you will join a team which will mastermind innovation strategy to help drive in all angles of the business, and lead programs within NGT's Management Department. At its core, the role is about creating opportunities that are phenomenal to our partners/customers and demonstrate leadership skills that display the value of New Generation Transportation, and our vision to help Provide Exceptional Customer and staff Experience Relationships. Most importantly to also create an exceptional growth to you as an individual, and the team you will lead!

Requirements:

- Strong Communication Skills
- Creating Awareness of Customer Requirements
- Having Proper Sales Funnel Knowledge
- An Ability to be self-Motivated
- Organizational and time management skills
- Excellent interpersonal skills
- Hiring new employees
- Responsible for submitting payroll
- Settling client disputes
- Speaking and listening skills
- Ability to work as part of a team
- Negotiation skills
- Conflict resolution skills
- Problem-solving skills
- Ability to make decisions about the best courses of action
- Overseeing company's daily operations
- Minimum of 2 years of prior experience in Business Management
- A bachelor's degree is preferred

This is an excellent opportunity to grow your skills in Business Management and Customer Relations while making an immediate impact and contribution to our company.

Benefit:

- Direct Deposit/Skylight Pay Card
- 401k Retirement Plan
- Employee Assistant Program
- Financial Wellness Program
- Working Advantage Discount Program
- Vacation Time after 1 year
- Accident Advantage Policy
- Other Benefits

Note: All Benefits are Optional

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New Generation Transportation Inc. is an Equal Opportunity Employer.