

## Driver Check-In Supervisor

### Join the Armour Team Today!

Are you detail-oriented, organized, and passionate about supporting a team in a fast-paced environment? We're looking for a **Driver Check-In Supervisor** to lead and support our documentation and check-in processes. In this role, you'll be at the heart of our operations—ensuring accuracy, efficiency, and smooth collaboration between drivers, staff, and customers.

**Position Overview:** The Driver Check-In Supervisor oversees the daily check-in process for drivers, ensuring all paperwork, system updates, and customer documentation are completed accurately and on time. This role combines supervisory leadership with hands-on responsibilities, making it an excellent opportunity for someone who enjoys balancing team management with operational support.

#### Key Responsibilities

- Review drivers' paperwork to confirm all Bills of Lading (BOLs) and delivery documents are complete and accurate.
- Verify delivery trip details in TruckMate and ensure updates are properly recorded.
- Record payments received and update freight bill notes accordingly.
- Manage freight bill entry and process Proof of Delivery (POD) documents.
- Maintain and prepare customer reports using Excel.
- Provide coaching, training, and day-to-day support to staff to ensure consistency and compliance.
- Act as a point of escalation for documentation or system-related issues.
- Work collaboratively with operations and customer service to quickly resolve discrepancies.
- Monitor workloads and deadlines to keep tasks on track.

#### What You'll Bring

- Strong attention to detail, with the ability to juggle multiple priorities in a busy environment.
- Effective leadership skills—you know how to motivate, coach, and guide a team to success.
- Excellent communication and interpersonal skills, with confidence interacting with drivers, staff, and customers.

- Proficiency in Microsoft Office, especially Excel.
- Experience with TruckMate is an asset.
- Knowledge of freight, logistics, or transportation documentation is preferred.