

Job Description & Person Specification (Transport Manager)

We are seeking a highly organised and responsible individual to join our team as a Transport Manager within a fast-paced logistics and delivery environment. The successful candidate will be responsible for overseeing daily transport operations, ensuring that deliveries and collections are completed efficiently, safely, and in line with company procedures. This role requires strong leadership, decision-making, and organisational skills, as well as the ability to manage drivers, coordinate routes, and maintain high standards of service while handling time-sensitive and high-value deliveries.

Key responsibilities include planning and managing delivery schedules, coordinating drivers and vehicles, and ensuring that all routes are completed in the most efficient manner. The Transport Manager will be responsible for monitoring performance, ensuring compliance with company protocols, and responding to any operational issues that may arise throughout the day. The role also involves maintaining clear communication with clients and team members, making quick and effective decisions, and implementing solutions to ensure that all deliveries are completed successfully within strict deadlines.

The ideal candidate will demonstrate strong leadership and communication skills, with the ability to remain calm under pressure and manage multiple tasks simultaneously. They should have excellent problem-solving abilities, attention to detail, and a strong sense of responsibility when handling logistics operations. Previous experience in transport or logistics is desirable, along with a good understanding of delivery processes and route planning. A full UK driving licence is required, and the candidate should be reliable, adaptable, and capable of working in a fast-paced environment while always maintaining professionalism and efficiency.

MIHNEA ANDREI TICANA – CV

PROFILE

I am a motivated and ambitious individual with strong organisational, problem-solving, and leadership skills, currently working within the transport and logistics sector. I have developed hands-on experience managing time-sensitive deliveries, handling high-value goods, and making quick, effective decisions in fast-paced environments. Alongside my professional experience, I have pursued independent study in mathematics, finance, and economics to support my long-term goal of becoming a remote foreign exchange trader. I am highly disciplined, adaptable, and driven to progress into a Transport Manager role where I can apply my practical experience and leadership capabilities.

KEY SKILLS

I possess strong organisational and time-management skills, developed through managing multiple delivery locations daily within strict timeframes. I am able to communicate effectively with clients and colleagues, ensuring that all instructions and information are delivered clearly and professionally. I demonstrate the ability to remain calm under pressure, make quick decisions, and solve problems efficiently in demanding situations. I have strong analytical skills supported by my independent study in mathematics, finance, and economics, allowing me to approach challenges logically and strategically. Additionally, I am reliable, disciplined, and capable of taking responsibility in roles that require attention to detail and accountability.

EDUCATION

I studied at Isleworth and Syon School for Boys from secondary school through to sixth form. I achieved GCSEs in Science, Mathematics, English Language and Literature, Geography, and Art. I also studied A-Levels in Mathematics, Further Mathematics, Chemistry, Physics, and Art. Although I did not complete my A-Levels, I chose to pursue independent study aligned with my career goal of becoming a remote foreign exchange trader, focusing on advanced mathematics, finance, economics, and analytical thinking.

WORK EXPERIENCE

I have been working at Relay Technical Transport since January 2024, where I am responsible for carrying out high-value deliveries and collections on behalf of major companies. This role requires me to manage between 8 to 10 locations per day, ensuring efficiency, accuracy, and adherence to strict schedules. I regularly communicate with clients, follow operational protocols, and take responsibility for

handling valuable goods. The role demands quick decision-making, problem-solving, and the ability to adapt to unexpected situations in order to successfully complete tasks. I have demonstrated reliability and professionalism while working in a fast-paced environment, consistently meeting deadlines and maintaining high standards.

ADDITIONAL INFORMATION

I hold a full UK driving licence and have practical experience in transport and logistics operations. I have also developed strong independent working skills through self-directed study and business-related activities, including financial market analysis and trading. I am highly motivated to progress within the logistics industry and take on a leadership role as a Transport Manager, where I can apply my experience, decision-making abilities, and problem-solving skills to improve efficiency and performance.

COVER LETTER (Transport Manager Role)

Mihnea Andrei Ticana

Hayes, London, UB3 1DR

2435942@student.uwtsd.ac.uk

07746767991

23 March 2026

Hiring Manager

Relay Technical Transport

Dear Hiring Manager,

I am writing to express my interest in the Transport Manager position within Relay Technical Transport. Having worked within the company since January 2024, I have developed a strong understanding of daily transport operations, including managing high-value deliveries, coordinating multiple locations, and ensuring efficiency under time constraints. I am confident that my experience and skill set make me a strong candidate for this role.

In my current role, I am responsible for completing between 8 to 10 delivery and collection points per day, often involving valuable goods and strict deadlines. This has required me to communicate effectively with clients, follow operational procedures, and make quick, informed decisions to resolve challenges and complete tasks successfully. I have consistently demonstrated reliability, attention to detail, and the ability to work under pressure while maintaining high standards of service.

In addition to my practical experience, I have developed strong analytical and problem-solving skills through independent study in mathematics, finance, and economics. My long-term goal of becoming a remote foreign exchange trader has strengthened my ability to think strategically, analyse situations, and make calculated decisions. I am particularly interested in progressing into a Transport Manager role as it aligns with my strengths in leadership, organisation, and problem-solving, and I have been encouraged by my current employer to advance within the company.

I am a disciplined, motivated, and adaptable individual who is ready to take on greater responsibility and contribute to improving operational efficiency within the organisation. I would welcome the opportunity to further develop my career within Relay Technical Transport and apply my skills in a management position.

Thank you for your time and consideration.

Yours sincerely,

Mihnea Andrei Ticana