



General Manager -  
Full-Time / Salaried  
Louisville Market  
Post is active as of 6/17/18

Qualified applicants should visit [jacolimo.com/careers](http://jacolimo.com/careers) for info on how to apply.

We have locations and markets of service in Louisville/KY, Cincinnati/OH and Knoxville/TN. JACO Limousine offers premium chauffeured transportation services with sedans, SUV's, vans, limousines, buses and motor coaches.

JACO is on a rapid upswing and was recognized as a top finalist in the US for the 11-30 vehicle category in 2017 & 2018. We have since outgrown this category and are creating a position for a general manager of our Louisville, Kentucky location.

This position will report to the executive management team, specifically Vice President of Operations, Nick Lopez. This person will be responsible for the JACO Limousine LOUISVILLE MARKET operations.

We are a 24/7, 365 operation and open availability is a requirement for this position. This person must be client focused. Confidentiality is a must, critical and always expected. This person must always exercise good judgement and high levels of accountability while demonstrating excellent character.

## JOB TYPE

Full-Time / Salaried

## LOCATION

Louisville, Kentucky

## DUTIES AND RESPONSIBILITIES

- Take direction and strategy from JACO's Executive Management team
- Lead JACO Louisville employees and operations toward achieving company goals
- Manage all aspects of day-to-day operations including but not limited to:
  - Increasing sales and revenue for the company
  - Identifying practices to reduce spend and improve profitability

- Developing new business relationships
- Attending networking and partnership events
- Ensuring compliance of all federal, state and local agencies
- Scheduling chauffeur and support staff
- Tracking and order inventory
- Vehicle maintenance and upkeep
- Upkeep of auxiliary equipment and supplies
- Management of chauffeur roster
- Acting as liaison to public, corporate accounts and affiliate partners.
- Communicating with clients, chauffeurs, support staff, vendors, affiliate partners and the JACO Executive Management team by call, text, email and other methods
- Ensuring proper trip-sheet and payroll sheet submissions of employees
- Recruiting, onboarding of new employees and proper coordination of paperwork
- Management of DOT Drug/Alcohol/Physical programs and DOT Safety Audits
- Performance of general administrative tasks including but not limited to answering phones; checking email, forwarding messages, copying information, filing, confirming customer orders, keeping customers informed of their order status
- Execution of on-site transportation coordination activities

## QUALIFICATIONS

### Basic

- 23 years of age and older (insurance requirement)
- Must have held a driver's license for at least 3 years
- Must have a good work history and references from all previous employers
- Strong interpersonal and verbal communication skills
- Positive attitude, even under stress
- Strong problem solving and analytical skills
- Ability to manage priorities and workflow to complete tasks in order of criticality
- Ability to take initiative and can-do attitude
- Ability to work in a fast-pace team environment
- Superb attention to detail
- Confidentiality and reliability
- Ability to work nights, weekends and holidays
- Competent knowledge of local and US geography as well as points of interest
- Ability to document work in a professional, efficient and timely manner
- On-call status, we are a 24/7 operation



- Ability to learn and leverage apps for fleet management, time and payroll sheet uploading, etc
- Typing speed of at least 50 words/minute
- Flexibility and resourcefulness
- Commitment to learning and professional development
- Open availability to travel for meetings and industry networking
- Self-motivation and high energy level
- Favorable driving history and approval from JACO's vehicle insurance carrier
- Satisfactory safety history
- Satisfactory background screen results
- Negative pre-employment drug-screening
- Favorable pre-employment physical

#### Physical Requirements

- Ability to sit for long periods of time
- Ability to lift 60 to 80 lbs (e.g. luggage)
- Must be able to pass physical and drug-screen to obtain medical card

#### Experience

- Management 3 years a plus but not required

#### Education

- High school diploma

#### License

- Standard driver's license

#### Preferred

- Experience managing hospitality, transportation or logistics related organizations
- Cost accounting skills
- Knowledge of DOT and FMCSA regulations
- Bachelor's degree in management or transportation
- Being mechanically inclined is a plus but not a requirement.
- Bachelor's degree

#### WHAT WE OFFER

- Comprehensive industry training



- A vast network of affiliates and access to the most trusted partners in our industry
- Competitive compensation dependent upon background and achievements with the company
- The most diverse, highest quality fleet in the market

## Pay

- Annual bonuses
- Paid Vacations

## Benefits

- Company issued iPhone
- Company issued iPad
- Company issued laptop
- Other potential benefits will be discussed at interview

Applicant should demonstrate a willingness to develop their own style to handle all of the day-to-day work/concerns of a busy transportation company and have the ability to obtain a CDL and passenger endorsement

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JACO Limousine & Transportation is an equal opportunity employer.