



POSITION POSTING

JOB TITLE: TERMINAL MANAGER

LOCATION: 321 Orenda Road
Brampton, Ontario

Job Summary:

Reporting to the V.P. Gardewine East this hands-on position is responsible for planning and coordinating all operational activities within the Brampton, terminal service area. These include dispatch, freight pickup and delivery, cross-dock activities, equipment utilization/maintenance, employee scheduling, recruitment, and training. This position carries a mandatory company cell phone. The hours are primarily days, however may require weekends and evenings based on operational requirements. Ensure a consistently high level of customer service as outlined by our corporate Mission Statement.

Job Duties:

1. Manage terminal multi-shift activities including cross-dock operations and city P&D.
2. Ensure service levels are met while maximizing load factors and minimizing freight claims.
3. Plan, coordinate, and monitor freight movement, service schedules and their related performance levels.
4. Communicate with customers regarding all types of ongoing service requirements.
5. Communicate and participate with other departments and terminals regarding freight movement, tracing, claims, and dispatch.
6. Coordinate and participate in the hiring and training of staff.
7. Coordinate the inspection, maintenance and utilization of equipment and terminal facilities.
8. Develop procedures leading to improved operational performance while maintaining a healthy and safe work environment.
9. Oversee terminal operations safety performance while participating on the local Health and Safety Committee.
10. Communicate and meet with staff on an ongoing basis.
11. Develop ongoing customer and industry contacts.
12. Other duties as assigned and required

Qualifications:

1. Strong leadership, interpersonal, organizational, and analytical skills.
2. Experience in L.T.L. freight handling and administration at the management or senior supervisory level preferred.
3. Demonstrated knowledge and background in a customer service driven industry.
4. Working knowledge of Microsoft Office and ability to utilize transportation related software.
5. Applicants with related experience may be considered for this position.
6. Currently living in or willing to relocate to the Brampton, Ontario area.

A resume and cover letter quoting salary expectations can be sent to;

Krista Williamson, CHRP
Human Resource Generalist
60 Eagle Drive, Winnipeg Manitoba R2R 1V5
Fax: 204-694-7275
Email: HR@gardewine.com

***We thank all candidates in advance for their interest.
Only those selected for an interview will be contacted.***