



## POSITION POSTING

**JOB TITLE:** TERMINAL FOREMAN

**LOCATION:** 760 Highway 17 East, North Bay, Ontario P1B 8K3

### **Job Summary:**

Reporting to the Terminal Manager this position will carry out all types of supervisory activities in the North Bay terminal. This shift is a 9:00AM start, Monday to Friday. Hours and days of work may change due to customer and operational requirements

### **Job Duties:**

1. Supervise terminal warehouse staff including scheduling, coaching, and assessment.
2. Schedule and monitor the use of equipment to maximize utilization.
3. Provide ongoing training to front line staff and lead-hands.
4. Schedule and maintain staff levels that insure an acceptable level of productivity and performance.
5. Monitor freight movement to ensure maximum load factors and service levels and minimize claims.
6. Communicate with terminals and customers to maintain a high service level.
7. Work with all staff to ensure smooth operations under all operational conditions.
8. Assist with terminal operational activities.
9. Administer and/or complete reporting and record keeping on productivity, utilization, and service levels.
10. Complete all other duties as assigned and required.

### **Qualifications:**

1. Minimum of three years experience in general freight operations at the supervisory level preferred.
2. Extensive knowledge of all aspects of general freight handling.
3. Demonstrated ability to supervise activities in a fast paced warehouse environment.
4. Excellent interpersonal and organizational skills.

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.*