



POSITION POSTING

JOB TITLE: TERMINAL FOREMAN

LOCATION: SUDBURY ONTARIO

REPORTING TO: TERMINAL MANAGER

Job Summary:

Carry out all types of supervisory activities in the Sudbury terminal. This is a Monday to Friday, evening/night shift. Current hours are 12:00am – 9:30am, however this 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.

Please forward all applications by to:

John Walker – Terminal Manager

Gardewine North
30 Duhamel Road
Lively, Ontario P3Y 1L4

E-mail: HR@gardewine.com
Phone #: (705) 692-1201 or 1-888-338-8287
Fax #: (705) 692-1793