



**JOB TITLE:** TERMINAL MANAGER

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

**Job Summary:**

Reporting to the Regional Manager, this position will coordinate all day-to-day activities within the North Bay, Ontario terminal area. Manage all activities including freight handling, sales, customer service, dispatch, equipment utilization and maintenance, employee scheduling, and administration of customer accounts. Ensure a consistently high level of customer service as outlined by our corporate Mission Statement.

**Job Duties:**

1. Plan, coordinate, and monitor service schedules and levels.
2. Communicate with customers regarding ongoing service requirements.
3. Conduct ongoing sales activities and customer contacts.
4. Communicate with other terminals regarding freight movement, tracing, claims, and dispatch.
5. Coordinate the hiring and training of staff.
6. Coordinate the maintenance and utilization of equipment and terminal facilities.
7. Maintain a minimal level of accounts receivable.
8. Coordinate freight movement in the terminal area.
9. Other duties as assigned and required.

**Qualifications:**

1. Strong interpersonal, organizational, and analytical skills.
2. Minimum 3 years experience in L.T.L. freight handling, sales, and administration at the supervisory level.
3. Demonstrated knowledge and background in sales and customer service.
4. Currently living in or willing to relocate to the North Bay, Ontario area.
5. Class AZ Drivers License or equivalent in good standing preferred.
6. Applicants with related experience will be considered for this position.

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

**Krista Williamson, CHRP**  
**Human Resources Generalist**  
**Gardewine Group Inc.**  
60 Eagle Drive  
Winnipeg Manitoba R2R 1V5  
Fax: 204-694-7275  
Email: [HR@gardewine.com](mailto:HR@gardewine.com)

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