



JOB TITLE: TERMINAL MANAGER

LOCATION: RED LAKE, ONTARIO

Job Summary:

Coordinate all day-to-day activities within the Red Lake service area. Manage all activities including administration of customer accounts, freight delivery, equipment utilization and maintenance, employee scheduling, dispatch, sales, and customer service. 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 all types of 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. Complete freight handling and delivery.
10. Other duties as assigned and required.

Qualifications:

1. Strong interpersonal, organizational, and analytical skills.
2. Minimum of 3 years experience in L.T.L. freight handling, sales, and administration at the supervisory level preferred.
3. Demonstrated knowledge and background in sales and customer service.
4. Currently living in or willing to relocate to Red lake, Ontario.
5. Ontario Class DZ drivers license (or equivalent) in good standing. AZ License preferred.

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

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

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