

JOB TITLE: TERMINAL MANAGER – NORTHERN CARTAGE

LOCATION: RICHMOND – BRITISH COLUMBIA

Job Summary:

Reporting to the Division Manager this position is responsible for management of all Northern Cartage activities within the Vancouver service area. These include local pickup and delivery, linehaul activities, dispatch, equipment utilization/maintenance, employee scheduling, recruitment, training, and customer service. You will ensure a consistently high level of customer service as outlined by our corporate Mission Statement. This position normally works days Monday to Friday however on-call responsibilities are required.

Job Duties:

- Oversee all local and highway dispatch activities and administration.
- Liaison with the local office, customers, Northern Cartage Calgary, and Northern Cartage Winnipeg.
- Ensure equipment is maintained on a regular basis. Work with the maintenance department to manage costs while providing acceptable maintenance levels.
- Work to improve equipment utilization by monitoring and tracking volumes.
- Manage and benchmark service levels for customer locations and warehouse, improving service levels as required.
- Monitor, track, and improve operational and administrative productivity and cost levels.
- Develop strong relations with employees and owner operators.
- Travel to Vancouver Island to meet with island based staff and customers.
- Ensure employee and owner operator hiring, training, and coaching/discipline matters are dealt with effectively. Hire to meet current service and job skill requirements while looking for possible promotional qualities. Coordinate training of staff to ensure all regulated and non-regulated requirements are met. Ensure performance issues are dealt with in a professional manner and on a timely basis.
- Prepare customer invoicing including non-standard invoicing.
- Monitor status of customer equipment traveling by rail from Toronto to Vancouver.
- Review incoming invoices and authorize for payment.
- Investigate all vehicle and employee accidents and injuries. Working with head office, complete all accident and WCB reports.
- Control and update inventory of fuel cards, keys, etc.
- Prepare costing of current and new business when required.
- Approve and purchase office and truck supplies.
- Keep both paper and electronic files up to date.
- Complete other duties as required or assigned.

Qualifications:

- Experience at the supervisory or management level of distribution and cartage, or general freight transportation industry.
- Experience hiring and managing positions such as; company drivers, owner operators, dispatchers, and administrative staff.
- Strong interpersonal, organizational, analytical, leadership, and customer service skills.
- Knowledge of and ability to manage the maintenance of highway transportation equipment.
- Working knowledge of Microsoft Office software.
- Currently living in or willing to relocate to the Vancouver Lower Mainland area.
- Applicants with related experience may be considered for this position.

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

Doug Witt - Human Resource Manager
60 Eagle Drive,
Winnipeg MB R2R 1V5
Phone: 204-631-3710 Fax: 204-694-7275
Email: dougwitt@gardewine.com

We thank all candidates in advance for their interest.
Only those selected for an interview will be contacted. No agencies please.