



Position	Terminal Operations Supervisor
Location	Saint John, NB
Reports to	Terminal Manager
Type	Fulltime – Days
How to Apply:	https://armour.hiringplatform.ca/112932-terminal-operations-supervisor/440458-initial-application/en

Armour Transportation Systems is currently seeking a Terminal Supervisor to join our team in Saint John, NB. The successful candidate will report to the Terminal Manager and play an integral role in effectively running the day-to-day operations of the terminal.

Duties & Responsibilities:

- Dock walk - ascertain workload and preplan for days tasks, review staffing for the day and discuss any predicted obstacles for the day (as well to view cleanliness of dock, amount of freight on dock and equipment needs)
- Perform dispatch functions (preparing manifest and downloading handhelds)
- Review staffing for the day, staff requirements to ensure all orders are out for delivery, review equipment needed to ensure all customer requirements are filled
- Respond to any correspondence and voice mails within agreed
- Ensure cross dock scanning compliance
- Ensure load assignment compliance
- Ensure handheld compliance
- Review evening requirements and preplan staff and equipment (both dock and P&D drivers)
- Review following weekly vacation schedule with dispatch and advise appropriate department of staff that will be absent
- Attend all assigned meetings (Operations meeting and Safety committee)
- Other projects and tasks assigned by Regional Manager

Essential Competencies and Requirements:

- Able to deal with conflict & adapt to ever changing priorities and deadlines
- Ability to analyze situations and issue a resolve
- Able to give and accept constructive criticism
- Pre-employment drug and medical assessment
- Clear criminal background check
- Entry Level Criteria

- Completion of Secondary School (grade 12) required
- Minimum 12 months previous supervisory experience
- Minimum 3 years Industry related experience
- CITT certification or university/college degree in related field considered an asset
- The successful candidate must be computer literate with Outlook, Windows, Excel, and MSWord.
- Experience with TMW is considered an asset.
- Must also be able to communicate clearly and concisely and ensure team goals are met.
- Possess exceptional time management skills and have the proven ability to deal with multiple priorities simultaneously.

About Armour Transportations Systems

Armour Transportation Systems is an award-winning, world-class transportation and logistics company. We are a Platinum member of Canada's Best Managed Companies and a Top Fleet Employer.

Founded in the early 1930s, Armour Transportation Systems has grown to be one of the largest trucking carriers in Canada, with 26 terminals, 4,000 pieces of equipment, nine maintenance facilities, over 750,000 square feet of warehouse space, and more than 2,000 team members.

Our vision is to be the dominant gateway between Atlantic Canada and the world, realizing profitable growth through leading transportation and logistics solutions, global partnerships, exceptional employees, and strategic acquisitions.

Employment Equity

Armour Transportation Systems is committed to the principles of employment equity. The purpose of employment equity is to ensure that no person is denied employment opportunities or benefits for reasons unrelated to ability.

Armour Transportation Systems welcomes applications from Indigenous peoples, African Canadians and other racially visible persons, persons with disabilities, and women in occupations or positions where they are underrepresented. If you are a member of one of these equity groups, you are encouraged to self-identify on your expression of interest for this position.