

***Position: Operations Manager, Warehouse***

*Tradepoint Atlantic is actively seeking an experienced warehouse Operations Manager to join our corporate team at our headquarters in Sparrows Point, MD. Reporting to the Vice President, Terminals, the manager have direct oversight of Tradepoint Terminals warehouse and yard operations. Terminal operations include over-the-road truck loading/unloading, container stripping, rail unloading/loading, vessel discharge receiving, inventory management, cargo security, and ancillary operations related to the above. The terminal is comprised of a warehouse and outdoor paved storage areas.*

*The ideal candidate takes pride in identifying safety deficiencies and hazards. Apply creative thinking to provide innovative solutions to complex safety challenges. This role offers an excellent opportunity to contribute to the establishment of a robust safety culture, addressing risks prevalent in potentially hazardous physical settings, and ensure the safety of workers, tenants, and the public.*

***Key Job Responsibilities and Duties:***

- Advocates for proper safety through communication, administration, and compliance with all safety, operating, environmental and business procedures/standards, policies, and management directives.
- Build strong working relationships through displayed leadership.
- Direct oversight of day-to-day warehouse and yard operations:
  - Work closely with M&R Manager to ensure the appropriate equipment allocation meets operational requirements.
  - Forecast labor and equipment requirements.
  - Plan and allocate cargo storage locations while maximizing yard and warehouse working capacity.
  - Ensure over-the-road trucks, and rail cars are loaded and unloaded within industry standards.
  - Ensure warehouse labor successfully and productively receive cargo during vessel operations.
  - Allocate forklift operators, clerks, and laborers to complete daily tasks.
  - Monitor truck queues and distribute labor based on gate volume.
  - Ensure quality control standards are in line with business expectations.
  - Ensure vessel cargo reports are completed in a timely manner.
- Work closely with Tradepoint Rail management to ensure rail car turn-time meets business expectations.
- Direct oversight of and responsibility for customer inventory.
- Coordinate with Vessel Operations and Logistics Admins to receive import cargo efficiently and accurately.
- Hires, counsels, and disciplines employees when necessary.
- Develop and compile production reports.
- Ensure long term labor planning is in line with budget, and make changes as needed to support a dynamic business.
- Monitor yard operational strategies and processes (SOP's) and update as needed.
- Receive feedback from internal and external stakeholders, and manage the quality of services provided.
- Key contributor while preparing technical documents for equipment and lifting gear capital requests.
- Key contributor while modeling business development opportunities.
- Participate in the go-live of a terminal operating system (software).

***Position: Operations Manager, Warehouse***

***Page 2***

***Supervises:*** Assistance Operations' Managers, Foremen, & Laborers in specific areas

***Requirement & Skills:***

- Proven work experience as a Warehouse and Yard Manager, preferably in a port/terminal environment.
- Expertise in warehouse management procedures and best practices.
- Proven ability to implement process improvement initiatives.
- Strong knowledge of warehousing Key Performance Indicators (KPIs).
- Hands-on experience with warehouse management software and databases.
- Leadership skills, and ability to manage staff.
- Strong decision making, and problem-solving skills.
- Excellent communication skills.
- Proficiency with Microsoft Office, primarily Outlook.
- Valid driver's license.
- BS degree in logistics, supply chain management, business administration, or related fields, or demonstrated and sustained work experience in similar positions.

***Physical Requirements and Work Environment:***

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands, and talk/hear. The employee is occasionally required to reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee will be exposed to weather conditions prevalent at the time. The noise level in the work environment is consistent with that of an industrial area.

Tradepoint Atlantic, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, pregnancy, genetic information, or any other characteristic protected by federal, state, or local laws.