



Send resumes to: hr@tradepointatlantic.com
www.tradepointatlantic.com

6995 Bethlehem Blvd. Ste 100
Baltimore, MD 21219

Position: Terminal Operations Supervisor

Tradepoint Atlantic, LLC. is seeking a Terminal Operations Supervisor to join its Corporate headquarters located in Sparrows Point, MD. The Supervisor will oversee, and coordinate workers engaged in the warehousing and outside storage yard operations for loading and unloading of break-bulk cargo for vessels, rail, and trucks at Tradepoint Atlantic's terminal.

Essential Responsibilities and Duties

- Supervises foremen, operators, and laborers in specific areas
- Familiarity with managing general cargo and break-bulk cargo during warehouse and terminal operations
- Advocates for proper safety through communication, administration, and compliance with all safety, operating, environmental and business procedures/standards, policies, and management directives
 - Ambassador for Tradepoint Terminal's Safety Program, SAFE
 - Monthly meetings with the warehouse team
 - Oversee yard labor and ensure efficiency
 - Lead safety meetings before every shift
 - Observe safety and security procedures and use equipment and materials properly.
- Key contributor while managing rail loading
- In depth knowledge of storage and warehousing operations (inventory management, FIFO, LIFO, etc.)
- General understanding of over-the-road truck gate and scale operations
- Work closely with terminal employees to ensure product transfers are completed in a safe and timely manner
- Coordinate daily warehouse and yard activities at the direction of the Operations Manager
- Attention to detail throughout the operation (putting cargo into storage, counting inventory, customer specific loadout requirements, etc.)
- Develops skills of other workers to stimulate a stronger and safer laborforce
- Promote teamwork and communication throughout the warehousing operation
- Work with other employees on projects related to warehouse operations and business growth strategies
- Supervises workers engaged in checking and loading cargo to make sure that cargo is loaded accurately and in specified sequence in accordance with shipping instructions
- Prepares report of warehousing activities such as time, hours, personnel, cargo handling gear used, and submits report to respective department
- Perform other duties as assigned

Education, Knowledge, Experience, Skills, and Abilities Required

- Bachelor's degree OR HS diploma / GED with 3+ years' experience in operations including employee supervision
- Ability to operate a forklift

Position: Terminal Operations Supervisor

Page 2

- Experience in breakbulk cargo terminal operations
- Ability to respond to issues quickly, safely, and effectively in a fast-paced, stressful operating environment
- Self-starter with leadership, communication, analytical, decision making and problem-solving skills
- Valid driver's license and TWIC, or ability to obtain a TWIC required
- Experience with terminal operating software
- Experience with spreadsheets

Physical Requirements

- Must meet "fit for duty" requirements upon job offer (pre-employment physical and drug test)
- The employee must meet physical requirements including but not limited to, walking, stooping, kneeling, crouching, crawling
- Must be able to work in difficult conditions with exposure to all weather conditions (not limited to rain, ice, snow, wind, heat)
- Ability to lift up to 75 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus

Benefits Package Includes:

The salary for this position ranges from \$75,000- \$90,000 commensurate with experience. Employees will receive immediate coverage for Health, Dental, Vision (available for individuals and families). Additionally, the package includes company-paid life, accidental death and dismemberment (AD&D), and disability insurance after the eligibility period. Employees can participate in a Health Savings Account, with potential employer contributions of up to \$2,500, depending on the selection of an eligible high-deductible health plan.

Benefits also include three weeks' accrual of paid time off (PTO) to start, two weeks of paid parental leave, and a 401(k) plan with an employer match of up to \$750, subject to eligibility requirements. Tuition reimbursement is available. A Dependent Care Flexible Spending Account is available for employee contributions.

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.