

DUNAVANT SEA LANE EXPRESS, LLC JOB DESCRIPTION Title: <i>Terminal Manager (XXXXXXXXXXXX)</i>	Job Description # DRAFT
	Revision
	Effective Date

1.0 Position Summary

Coordinate, direct, and supervise all Nashville terminal activities with responsibility for terminal growth and profitability.

2.0 Reporting

Reports to SVP Dunavant Transportation (DSL) and VP Operations; works 7:30 am to 6:00 pm (24/7/365)
Current FLSA Status: Exempt
HR FLSA Status Recommendation: Exempt

3.0 Essential Functions, Job Duties, and Responsibilities

- (1) Manages day-to-day operation activities at the terminal.
- (2) Monitors existing processes and policies and works up new processes to improve efficiency.
- (3) Strategizes to improve productivity.
- (4) Directs and manages terminal staff.
- (5) Hires and manages staff to ensure accuracy, accountability, and profitability.
- (6) Trains current and new employees.
- (7) Schedules, rewards, and disciplines employees
- (8) Produces and analyzes reports as needed.
- (9) Responsible for the growth and revenue of the business at the terminal.
- (10) Utilizes fast and effective problem-solving abilities within the terminal and for over-the-road drivers to keep company running smoothly and to prevent issues from recurring.
- (11) Oversees daily dispatch planning.
- (12) Makes difficult, fast, and effective decisions.
- (13) Leads staff to ensure satisfactory levels of service, communication, documentation, and accurate invoicing to customers.
- (14) Manages daily capacity in order to service customers and routinely accommodate new traffic to ensure healthy growth trend for the terminal.
- (15) Actively supports new business/customers to achieve established sales terminal goals for growth.
- (16) Leads in driver recruiting, driver orientation, and driver retention.
- (17) Coordinates with Safety, Regional VP's, and Recruiters to achieve terminal goals for fleet growth.
- (18) Assists as needed with collections as requested by the Controller or executive staff.
- (19) Ensures maximum utilization and profitability of all equipment including company-owned or company-leased chassis inventories in order to achieve targeted revenue per unit.
- (20) Demonstrates leadership and assumes ownership of overall P&L performance and growth of the terminal.
- (21) Monitors/administers safety meetings.
- (22) Reviews employees' goals.

- (23) Determines work load to see if new hires are needed.
- (24) Performs all other duties or projects as assigned.
- (25) Manages Container Yard Operation.

4.0 Education and Experience Requirements

- (1) Bachelor's degree (BA) from four-year college or university; or three to five years related experience; or equivalent combination of education and experience.

5.0 Minimum Skills, Knowledge, and Ability Requirements

- (1) Strong negotiation skills
- (2) Strong sales or customer service skills
- (3) Strong interpersonal skills
- (4) Strong project management skills
- (5) Strong decision making skills
- (6) Ability to communicate effectively both orally and in writing
- (7) Ability to resolve customer/employee issues quickly and creatively in order to improve customer/employee satisfaction
- (8) Familiarity with Company services, office organization, and trucking operations
- (9) Strong organizational skills; attention to detail
- (10) Good computer skills: Microsoft Word, Excel, TMW

6.0 Work Conditions, Physical and/or Mental Requirements

- Sedentary physical activity requiring reaching, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, and hearing.
- Visual requirement is for close vision, distance vision, peripheral vision, and ability to adjust focus.
- 50% or more time is spent looking directly at a computer.
- Employee is frequently required to stand, walk (or otherwise be mobile).
- Employee is frequently required to lift and carry a minimum of 10 pounds.
- Ability to deal with stressful situations as they arise.

Duties are primarily performed in an office environment. Minimal physical effort is required. Lifting and carrying requirements of up to 15 pounds. Occasional or frequent ability to move boxes from one location to another.

These physical and/or mental requirements are not exhaustive, and additional job-related requirements may be added by the Company on an as-needed basis. Reasonable accommodations, where required by law, will be made to enable individuals with disabilities to perform the essential functions of this position.

7.0 Acknowledgement:

I have read, fully understand and agree to the responsibilities and requirements outlined in this job description. I have discussed what needs to be accomplished with my supervisor(s) and intend to fulfill my commitment to the Company to the best of my abilities. The Company reserves the right to change and/or modify the essential functions, duties, and responsibilities, of this position at any time. I understand that my employment is at-will and nothing in this job description alters that status.

Signature

Date: _____

Printed Name

*** Definitions/Acronyms:**