

# Terminal Manager

## Roles and Responsibilities



### PURPOSE

- Reporting directly to the VP of Sales and Marketing, the incumbent is to safely and accurately oversee the overall operation of the terminal including loading and unloading of product bulk and sack product by truck or rail.

### MAJOR DUTIES/RESPONSIBILITIES

- Supervise the day to day operations of a cement distribution terminal
- Schedule and supervise the work as required to meet distribution requirements
- Communicate with sales and logistics personnel to promote open channels of communication
- Ensure proper inventory levels are maintained
- Oversee the maintenance work performed by employees and outside contractors
- Plan and implement the yearly budget
- Ensure compliance with environmental standards and government regulations
- Maintain time, work orders, material, equipment, and other records
- Maintain vendor relationships
- Order and monitor the movement of loaded rail cars, coordinating the spot and release of the cars
- Order and monitor the movement of transferred cement from Houston Cement Company to TC Jester
- Communicate effectively with our internal and external customers
- Safely operate equipment to move and unload rail cars and load customer trucks
- Do periodic maintenance/trouble shoot all terminal equipment
- Ensure all employees are trained in and follow safe work practices and procedures, consistent with company policy and OSHA standards.
- Manage product changes and product types within the customer base.
- Coordinate the delivery of product to customers including bid work.

### KNOWLEDGE/SKILL/ABILITIES REQUIRED

- Minimum of 3-5 years of experience in cement distribution or related industry
- Excellent communication skills (verbal and written)
- Good technical knowledge, hardware and software, Proficiency in MS office is required (Word, Excel, Outlook)
- Good mechanical and electrical aptitude and ability
- Good organizational skills
- Follow-through skills and attention to detail.
- Demonstrated commitment and ability to work in a team environment.
- Prepared to work flexible hours, including some weekends, nights, and holidays.
  - College degree preferred (or equivalent by experience)
- Other duties as assigned

**This list is not intended to be a complete list of duties and responsibilities. It is to be used as a guide to understand the expectations of the position.**