

OPERATIONS MANAGER:

The **Operations Manager** will be responsible for the daily operation of service. This person will supervise, coordinate, and manage the daily yard and warehouse operation.

This role is responsible for the day-to-day operation of 2 facilities in the US (DE and FL) and all logistical operations carried out in 4 countries in Central America.

Please send resumes to Anabel Panayotti at anabelp@ptpsshipping.com and Jimmy Avendaño at javendano@ptpsshipping.com

Essential Functions:

- Constantly coordinates with ocean carriers and necessary personnel to obtain enough containers on a timely fashion for weekly sailing.
- Negotiates directly with trucking companies to bring containers to yard.
- Makes sure containers are loaded daily in the amounts necessary to finish the loading of weekly targets.
- Arranges with steamship companies the transportation of loaded containers back to the Port.
- Manages and updates inventory.
- Direct all warehouse operations and ensures it is organized for maximum production.
- Keeps the link with Customer Service Department to solve any problems.
- Ensures company is in compliance with OSHA regulations.
- Responsible for crew supervision, training and discipline.
- Responsible for the stocking & purchasing of supplies to make sure that there is always enough material to keep production without interruptions.
- Oversees the security of the premises.
- Reviews and approves operations expenses.
- Interpret and understand the concept of logistic services in order to solve problems.
- Performs administrative activities, including reviewing and processing time sheets or other work time documents.
- Conducts employee observations to ensure safety and productivity procedures are being followed and documented. Discusses results with employees.
- Understands, implements, and maintains safe work practices.
- Hands-on attitude to solve problems.
- Keen to engage in projects, even when these are related to business areas other than operations.
- Expert matter for large data analysis supporting business decision making and statistical analysis.
- Ensures that Operational KPI's are achieved.

Requirements:

- Effectively communicates both orally and in writing with internal and external individuals.
- Fluent in both English and Spanish is a must.
- Proficient leadership, team building, time management, organization, and problem-solving skills.
- Working knowledge of warehousing operations.
- Working knowledge of OSHA regulations.
- Occasional travel with overnight stays.
- Advanced use of Microsoft Office Tools including Pivot Table and Macros.
- Ability to multi-task various functions simultaneously.
- Excellent organizational skills.
- Logistics management experience.

- Experience with large data analysis and programming within Excel office package.
- Experience developing training material and coaching staff.