

JOB TITLE	Director, Transportation Services	
DIVISION/DEPARTMENT	Transportation Services	
LOCATION	Montreal	
REPORTS TO	V-P, Commercial	
CAREER LEVEL	M3	
NO. OF DIRECT REPORTS	2-3	
SUMMARY	Plays a leadership role in the planning and execution of vessel shipping schedules in a manner that ensures high customer satisfaction while minimizing ballast time and trade/fuel costs and optimising vessel productivity, and earnings.	
QUALIFICATIONS	EDUCATION	Marine School Diploma, or College or Bachelor's degree in Logistics or related field
	TECHNICAL	
	EXPERIENCE LEVEL	Shipboard cargo handling experience or 10+ years experience in the marine logistics field.
KEY COMPETENCIES	<ul style="list-style-type: none"> • Fluent in English. French would be an asset. • Good computer skills in Excel and Word. • Strong team player with excellent communication skills in dealing with customers, shipboard personnel, suppliers and colleagues. • Proactive thinker and effective planner and problem solver in dealings with vessel managers and personnel at all levels in Marketing, Finance, Risk Management and Technical Services. • Must be available outside regular work hours. • Ethical and accountable. • Capable of working under stress. 	
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Manage transportation team which includes scheduling, voyage operations and port logistics. • Provide support and operational input to Directors in commercial projects and development of new business opportunities. • Work closely with technical, crew and purchasing teams. • Support in development of relationships with Canada's governmental and industry organisations, such as the Seaway, Coast Guards, Environment Canada, and pilotage. 	

	<ul style="list-style-type: none"> • Review and optimize monthly schedule for domestic fleet and domestic charters. • Communicate with customers as required for any service requirements and change in commitment to the schedule; explain to customers and colleagues the capability of ships and the practicality of requests. • Supervise all vessel performances and prepare variance summaries. • Track customer/dock related damage claims, assist in claims preparation and interact with various CSL departments. • Coordinate spot cargo opportunities to improve scheduling performance, including dock and vessel to vessel logistics. • Supervise the appointment/contracting of agents and stevedores, as necessary. • Supervise the handling of paper/electronic Customs and clearance requirement with regulators. • Support in developing budget forecasts. • Communicate closely with vessel Captains and Mates in order to exchange operational information. • Anticipate, develop strategies and resolve problems/impediments or exploit opportunities which may arise in dealing with dock, port, Seaway and other logistics components in our trades. • Contributes to improve processes, procedures and tools utilized by the department. • Support in fleet planning initiatives. • Accomplishes other duties as assigned. 	
TRAVEL	Periodic (10-20%)	
APPROVED BY		DATE: