



## TARTOUS CONTAINER TERMINAL Job Description – Operation Manager

<b>JOB TITLE:</b>	<b>Operation Manager</b>
<b>LOCATION:</b>	Operation Department – Tartous Container Terminal, Syria
<b>WORK SCOPE:</b>	Overall in charge of the day to day operation in the terminal which include the supervision of vessel operation, yard operation, gate operation and CFS (container freight station) operation. Coordinates with all concerned parties in a professional manner to successfully achieve the goals and objectives established by senior management as well as to satisfy the expectation of clients
<b>SUBORDINATES:</b>	A team of operation staff, superintendents and supervisors varying in number according to requirement and growth of the terminal
<b>REPORTING TO:</b>	Terminal Manager
<b>ACADEMIC QUALIFICATIONS:</b>	Graduate in any reputable college or university with degree in any engineering, business management or an equivalent discipline
<b>EXPERIENCE:</b>	Minimum of 3-5 years experience in similar position preferably in shipping, port or container terminal operations.
<b>SPECIALIST KNOWLEDGE:</b>	Able to drive a vehicle and have a valid Syrian driving license Computer literate and able to use standard software such as MS Word, Excel, Outlook, Visio, Access, Power Point and Internet.
<b>MEDICAL</b>	A degree of physical fitness required for climbing vessel, container, and cargo handling equipment. Good Vision – correction aids acceptable. No color blindness. No fear of working at height. No history of epilepsy. No history of cardiovascular conditions. No history of mental conditions.
<b>JOB CONTENT:</b>	<p><u>Principal Duties:</u></p> <ol style="list-style-type: none"> <li>1. To effectively manage and control productivity at its world class level of 30 moves per hour/per crane, and to exceed such level when possible, in all shifts on a daily basis.</li> <li>2. To productively conduct and lead Operations meetings of the Team and make sense out of that activity by resolving issued and making sure that all operations problems are resolved to the satisfaction of the port users.</li> <li>3. To function harmoniously with all the port users/clients such as the Shipping Lines, BOC, TPGC and other Governmental agencies, thereby establishing solid customer retention base, without necessarily relinquishing even a small percentage of the market share to the competitor.</li> <li>4. To continuously motivate, support and harness the entire Operations Team towards the goals and objectives of Tartous Container Terminal as echoed in the Company's Vision.</li> <li>5. To sustain good relationships/linkages with the business counterparts, at large.</li> <li>6. To systematically train the entire Operations Team with regard to the technical and non-technical aspects of their work, expose those high potential Operations Team players to special projects and work out the succession planning by way of effective training on the job.</li> </ol>

7. To make certain that all Terminal activities are conducted in a professional and safe manner, at all times.
8. To fully control and coordinate the daily allocation of manpower and equipment, making sure that these requirements are sufficient to serve the activities in all the areas in the Terminal. Also, to properly pay attention to the condition and maintenance of all equipment and handling gears.
9. To routinely observe on-going operations in all areas, to ascertain that established productivity and performance benchmarks are met and even exceeded, and to initiate appropriate action when standards are not met.
10. To responsibly safeguard sensitive information in some critical areas in the Terminal.
11. To closely look into the Cost Control measures making sure that those measures are implemented and in line with the approved budget.
12. To systematically manage all reports needed by the clients by generating such reports promptly, as required by the Port Procedure.
13. To effectively coordinate with all concerned with regards to Terminal Operation System and Billing Systems, ensuring that all data requirements by Billing and Finance are provided by Operations within the prescribed time.

Combination Tasks:

1. Acts as the focal point in making Client Lines aware of the Terminal Operating System and ensures that all lines are aware of the operational implications of the system.
2. Assists the General Manager in the preparation of the annual budget for Operations.
3. Assists the General Manager in the preparation of development plans for Tartous Container Terminal.

Other Duties:

1. Performs other duties assigned by the General Manager.