

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Manager - Seaport Logistics (South)	Direct Reports:	Senior Clerk – Shed Operations, Senior Clerk - Logistics, Operations Clerks; Administrative Assistant; Supervisor Operations and Logistics,
Reports to:	Senior - Manager Seaports	Internal Contacts:	All Employees
Department:	Seaport Operations	External Contacts:	Stakeholders, Port Users, Customs, Immigration, Vessel Agents, Cargo Agents, Service Providers and Customers.
Classification	Grade 5	Date Revised	April 2026

JOB SUMMARY:

The Manager Seaport Logistics - South is a key leader in the management and operation of the Vieux-Fort Seaport. This role involves overseeing daily port activities, ensuring adherence to maritime regulations, optimizing operational efficiency, and assisting the Senior Manager of Seaports in strategic planning and execution. Additionally, the Manager of Seaport Logistics – South will collaborate with key stakeholders, manage budgets, and implement policies to enhance the competitiveness and sustainability of the Seaport.

DUTIES AND RESPONSIBILITIES

Operational Leadership

- Plans and coordinates cargo, vessel, port and shed operations to ensure safety, efficiency and effectiveness.
- Monitors operational output to ensure service quality and productivity standards are maintained.
- Coordinates activities with support departments to ensure the efficient execution of port and vessel operations.
- Conducts periodic checks of stevedoring timesheets, equipment rental records and operational logs to ensure accuracy and compliance.
- Liaises with the Engineering Section on mechanical, civil and electrical requirements affecting port operations.

Port Leadership, Site Management and Interdepartmental Coordination

- Serves as the designated officer-in-charge for the Vieux Fort Seaport, representing the Senior Manager – Seaports, and acting as the principal point of contact for matters requiring coordination, intervention or escalation.

- Provides on-site leadership to ensure all departments and functions operate in a coordinated, efficient and accountable manner.
- Coordinates the activities of Operations, Engineering, Port Police, Accounts and support services to ensure integration and continuity of port functions.
- Maintains oversight of staffing coverage and attendance for personnel assigned to the port, ensuring absences or movements are communicated appropriately.
- Promotes professionalism, accountability, collaboration and service excellence among all personnel assigned to the Vieux Fort Seaport.

Strategic Planning

- Assists in the development and implementation of policies and procedures to guide cargo and port operations at the Vieux Fort Seaport.
- Assists in the development and monitoring of recurrent and capital budget requirements for the department.
- Compiles and analyzes operational statistics relating to cargo operations, vessel activity, claims and customer service for reporting and planning purposes.

Stakeholder Engagement

- Liaises regularly with Customs, Immigration, vessel agents and cargo agents to maintain effective working relationships and operational coordination.
- Arranges auction sales for goods remaining in storage after the free period, in accordance with established procedures.
- Investigates cargo claims made against the Authority and prepare reports in accordance with departmental policies and procedures.
- Represents the Vieux Fort Seaport in internal and external meetings, inspections, stakeholder engagements and site visits, as required.

Financial Management

- Reviews time records prepared by operational staff to ensure accuracy and compliance with established procedures.
- Certifies overtime and requisitions for the Operations Department in accordance with approved procedures.
- Approves purchase orders and invoices in accordance with delegated authority and departmental requirements.
- Assists in monitoring departmental expenditure to ensure alignment with approved budgets and operational requirements.

Team Management and Development

- Establishes annual performance objectives with each direct report; meet with them periodically to discuss their performance; counsel them on deficiencies in performance and guide them on improving performance, including identifying the need for additional training;
- Conducts mid-year one-to-one feedback and annual performance assessments.
- Coordinates the work of staff and review their work to ensure that it meets the Port Authority's Standards.
- Ensures that staff has the necessary resources to safely and effectively carry out their work.
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- Ensures adherence to good industrial relations practices and applicable collective agreements.

- Makes recommendations regarding salary increases, promotions and disciplinary action for supervised employees.
- Monitors the attendance and punctuality of subordinate staff on a daily basis.
- Fosters a culture of accountability, teamwork, professionalism and continuous improvement among assigned staff.

Regulatory Compliance and Risk Management

- Ensures compliance with port procedures and health and safety requirements by personnel operating at the Vieux Fort Seaport.
- Investigates incidents and accidents arising from operational activities and submit timely reports in accordance with established procedures.
- Identifies and report operational risks or deficiencies that may affect service delivery, safety or efficiency at the port.
- Ensures port activities are conducted in accordance with applicable operational, safety and administrative requirements.

Other Related Duties

- Performs any other related duties as assigned by the Supervisor from time to time.

QUALIFICATIONS

- Bachelor's Degree in Maritime Management/Business Administration/Logistics Management or a related field, plus five (5) years relevant experience in Port Management, Logistics or Operational Management.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrates a high level of confidentiality, competence and professionalism at all times.
- Ability to function effectively within a team environment.
- Ability to be flexible with work assignments.
- Ability to use initiative and be proactive.
- Ability to stimulate and manage change and develop strong teams.
- Excellent interpersonal and communication skills.
- Advanced knowledge of and proficiency in technological and innovative tools.
- Excellent problem-solving skills.
- Excellent time management and organizational skills.
- Active listening skills and attention to detail.
- Strong investigative skills.
- Strong conflict resolution skills.
- Ability to perform under pressure and at short notice.

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____