

HENRY BATH LLC - JOB DESCRIPTION

Job Title	US Operations Manager
Based	Henry Bath LLC ("HB") Baltimore Office, USA
Position Type	Full time – Monday to Friday, core hours 08.00AM to 16.00PM (Baltimore time zone)
Reports to	US General Manager
Direct Reports	Warehouse Staff
Job Functions	<p>The Operations Manager is responsible for planning, co-ordinating and resourcing the day-to-day warehouse operations across the Company's US warehouse operations including Baltimore, Chicago, and New Orleans. .</p> <p>Specifically, the core elements of the job function are:-</p> <ol style="list-style-type: none"> 1) Vendor Management - Day-to-day management of the third party warehousing and logistics vendors in each location, e.g. Port Cargo Services . This to include high level training and orientation for new vendors as may be required from time to time, but explicitly excluding any day-to-day supervision of third party vendor employees at the warehouse sites. 2) Health, Safety and Security - Local accountability for and working with the US General Manager and Group H&S Manager to ensure, best in class health and safety practices. Accountable for ensuring the health and safety for all Henry Bath employees, contractors and visitors to the Baltimore site. Ensure compliance with regulatory, industry and Henry Bath H&S Policy at all times. Conversant in 49CFR as relates to the transportation of regulated products. 3) Operational Compliance – Providing general oversight and arrangement of the Company's US based warehouse operations to ensure all activities run smoothly and in compliance with the Company's corporate, operational, Exchange and ethical rules and policies. 4) Operational Leadership – oversight and management of the warehouse sights in the US where Henry Bath employees are engaged in the daily operations. This includes capacity utilization and responsibility for the respective locations Profitability. 5) Commercial interaction – work hand in hand with commercial team members to evaluate the costs related to specific projects or materials handled so that the quotations for services are built to ensure the profitability of the business unit. 6) Audit follow up - To follow up in a timely manner through to satisfactory completion and close out of all points arising from internal and/or external HB audits including security, safety, stock checks and Exchange inspections. 7) Operations Projects - To be available to support with operational based project work as may be required by the Company from time to time, including occasional overseas travel for short periods 8) Product diversity – experience in handling materials beyond base metals, including but not limited to ferro alloys, minor metals and lumber products.

<p>Description of normal responsibilities</p>	<p>To satisfactorily meet the core elements of the job function, it is expected that the following description of normal responsibilities will be met as a minimum requirement of the role.</p> <p>1) Vendor Management</p> <p>This includes working closely with the US General Manager to manage the performance of the third party warehousing and logistics vendors in each location and conducting quarterly business reviews with each key vendor.</p> <p>A key element of the role is to plan, communicate and arrange all warehouse operations efficiently and effectively to meet the commercial needs of the business. This will entail planning the use of warehouse space efficiently, proactively advising and reporting on available capacities and handling capabilities and co-ordinating work flows with the commercial teams on any new business.</p> <p>2) Operations Compliance</p> <p>Working closely with the Group Operations Manager and US General Manager to:-</p> <p>Monitor and advise on any incidence of observed non-compliance with the Company's corporate, operational, Exchange and ethical rules and policies,</p> <p>Arrange all resources required to facilitate the undertaking of operational based audits including warehouse stock checks, continually train and educate less experienced colleagues and vendors in Exchange rules and practices, and operational best practice</p> <p>3) Audit follow up</p> <p>Working closely with the Group Operations Manager and US General Manager to fully co-operate with all audit programs and provide management responses to any audit report findings. In particular, the role is responsible for following up and closing out any operational issues of non-compliance or areas for improvement in a timely manner. It is expected that the role will also provide constructive feedback and support to the Group Operations Manager in developing and refining each of the operational audit frameworks over time</p> <p>4) Operations Projects</p> <p>From time-to-time the Company may call upon the experience and operational resources of this role to contribute to the Company's new business initiatives and special projects across the Group as required, working closely with the Group Operations Manager and the rest of the management team. In such instances, this role requires occasional overseas travel for short periods.</p>
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<p>Technical Skills and Experience</p>	<p>Essential Criteria:</p> <ul style="list-style-type: none">• Operational management experience, preferably in an international warehousing, logistics, supply chain business• Demonstrable significant experience of H&S, security and regulatory controls• Proactive problem solving skills.• Strong communication skills – oral, listening and written.• Professional personal presentation and self-management.• Strong IT skills• Self-starter who is intuitive and focused upon continual process improvement <p>Desirable Criteria:</p> <ul style="list-style-type: none">• BSc/BA in logistics, safety management, engineering or relevant field is preferred• Knowledge/experience of commodities warehousing and/or logistics (both domestic and International).• Experience of working in a regulated sector• Knowledge/experience of dealing with customs and clearance• Experience in business analysis• In depth knowledge of legislation (e.g. OSHA/EPA) and procedures• Certificate in occupational health and safety• Knowledge of potentially hazardous materials or practices• Experience in writing reports and policies for health and safety• Proficient in MS Office; Working knowledge of safety management information systems is a plus
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