



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

Job Title: Director of Freight Marshalling

Department: Security and Safety Solutions

Supervisor: Vice President of Security and Safety Solutions

Job Summary:

The Director of Freight Marshalling provides direction, oversight and guidance for all freight transport and marshaling within the Center. He or she will collaborate with internal JKJCC management, general service providers, general contractors, exhibit appointed contractors, internal contractors, vendors and event management to facilitate logistics solutions which increase productivity, increase security levels, decrease traffic congestion on immediate roadways, reduce the Center's carbon footprint, maximize efficiency and add overall value. He or she will implement best practice procedures, develop and report key performance indicators and oversee all internal freight transport and marshaling requirements. This role will control the operational logistics and security of the marshaling yard, staging area(s), loading docks, parking lot, assist with the coordination of UPS/Fedex shipments, staging on immediate roadways and the temporary allocation of territory for certain operational activities. This position will leverage technology solutions and require close and constant collaboration with all internal and external stakeholders. This position is responsible for administering security procedures and technology in all freight entry and staging areas. He or she will collaborate with key stake holders to achieve an efficient operational standard and a security standard which is pro-active and preventative in scope for threat identification and risk mitigation.

Main Areas of Responsibilities:

- In collaboration with key stake holders, document, review and manage current freight yard practices dedicated to inbound freight, marshaling, outbound freight and all other internal transport of freight.
- Establish key performance indicators to determine current usage, efficiency, effectiveness and future requirements.
- Identify operating software applications and technological solutions for yard management processes and work with Stakeholders to create implementation strategies.
- Design policies and practices which encourage an increase in the operational efficiency of the loading docks, truck entrance/exit and marshaling area(s).
- Manage a trusted driver program and the security procedures related to truck entry, staging, marshaling and loading dock operations.
- Manage parking for authorized employees, contractors, vendors and business partners to determine current usage, efficiency, effectiveness and future requirements
- Assist in the development of operating plans for the future expansion of the Javits Center as they relate to internal logistics including staffing and support teams. Manage those teams once plans are operational.
- Develop metrics for all aspects of yard management and marshaling
- Manage relationships with freight carriers and contractors including allocation of logistics support space for their activities.

Experience, Skills and Abilities Required:

- 10 years of progressive logistics, supply chain, yard management experience
- Proven track record for implementing "best practice" procedures
- Knowledge of yard management software
- Bachelor Degree preferred