

Hazelton and Allentown Yard Manager Job Description

Indeed job link:

1. <https://www.indeed.com/job/yard-manager-85f7905c61026ae9>
2. <https://www.indeed.com/job/yard-manager-4f9f3938304d17b4>

About EMR

EMR is a reliable, financially robust, privately owned, Global market leader in metals recycling. Our heritage dates back to the 1940s. Today we span across the globe operating in 150 locations! At the forefront of the industry in innovation and integrity, we hire the best in their fields. EMR provides career advancement and competitive salary to any individual looking to for longevity.

Here at EMR, our core business is the recycling of metal from a range of sources such as End-of-Life vehicles/consumer products, industry, construction and demolition. We have extensive ferrous and non-ferrous operations worldwide and produce over 100 grades of high quality recycled materials which are taken to market by our substantial road, rail and shipping network.

I. Summary

Supervise the receiving, weighing, sorting, processing, baling, quality control and shipping of materials. Supervision includes daily interaction with direct reports, production planning, goal setting, hiring, employee development and correction, equipment operation, work schedules, visual inspections of work areas, administration, etc.

II. Essential Duties & Responsibilities

- Oversee preventative checks, maintenance and repair of equipment and facilities
- Accomplishes personnel strategies by determining accountabilities; communicating and enforcing values, policies, and procedures; implementing recruitment, selection, orientation, training, coaching, counseling, disciplinary, and communication programs; planning, monitoring, appraising, and reviewing job performance and contributions; planning and reviewing compensation, including bonus plan.
- Encourage a safe working environment by ensuring adherence to safety policies and practices
- Work to create an excellent experience for customers and employees while minimizing costs and maximizing volume and margin at the facility
- Communicate with EMR USA sales team to encourage frequent stock turns, transparent shipping schedules, consistent and high material quality shipments, and optimal margins
- Work with EMR regional personnel including: accounting, administration, business analysis, environmental-health-safety (EHS), human resources, information technology (IT), maintenance, marketing, transportation, etc.
- Ensure accuracy of stock through a) leading periodic stock takes, b) proper input of information into scale operating system, c) daily review of stock levels and associated costing, and d) supervising the payment process accurately reflects value of material being purchased and sold
- Make certain that daily inspections of all equipment are completed by appropriate personnel in a timely manner and according to specifications. Align equipment repairs with production schedules to minimize downtime.
- Manage accurate and timely input of information into T2 software programs including forecasts
- Identify opportunities for operational improvements and execute such initiatives
- Hire and oversee work product of third party contractors

- Maintain clean, safe and organized work areas for customers and employees
- Ensure compliance with city, county, state, and federal regulations
- Prepare reports, analyze data, set goals, make recommendations and perform other duties as directed by Supervisor
- Comply with all policies and procedures of EMR and EMR USA

III. Required Skills / Abilities

- Intermediate computer knowledge
- Hands on management of daily operations
- Knowledge of scrap metal commodities
- Knowledge of laws and regulations governing transportation and weight determination
- Ability to work independently and without constant supervision. Excellent time management skills.
- Demonstrated ability to work under pressure and meet deadlines
- Ability to build and maintain working relationships with customers.
- Good verbal and written communication skills
- Strong commitment to the long term development of employees. Able to provide leadership to all employees in teamwork, safety and job performance.

IV. Education & Experience

- Experience in the recycling industry is necessary

V. Other Job Demands

Work is generally performed outdoors in all-weather elements such as hot, cold, rain, or snow and personal protective equipment is required. Working hours may vary and evening or weekend work may be required.