

Job Description

Job Title: Warehouse and Logistics Manager
Department: Operations
FLSA Status: Exempt
Position reports to: Operations Manager

Position Summary (Purpose of job):

This position will manage all warehouse / distribution within the Texas Headquarters facility. . They will be responsible for the operation of the facility customer delivery, safety, quality, equipment, inventory, labor, and productivity. They must drive results within their operation through staff development, cost savings and throughput, and effective leadership while exceeding customer requirements.

Key Responsibilities

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1.	Manages inbound and outbound logistics operations, such as receiving, shipping, and warehouse activities, safety performance, and logistics quality management with a hands-on approach	20
2.	Provide leadership & employee engagement for all warehouse team members by setting day-to-day operational objectives for teams, to ensure metrics and safety standards are met throughout the facility	20
3.	Partners with Supply Chain Manager to ensure efficient execution of the operations plan, monitor KPI achievement by working with team to resolve any shortfalls and creating appropriate corrective actions.	10
4.	Drives innovation and Continuous Improvement at the site, is a champion of Change Management to support operational improvements.	10
5.	Partners with Customer Experience Manager to ensure efficient execution of partner order processing	15
6.	Creating, monitoring, and improving KPI's to support the operations and transportation to support the growth of the business.	10%
7.	Responsible to maintaining and improving the relationship with transportation carriers to support the day-to-day operational business. The includes on-time delivery and eliminating damage.	<u>15%</u>
		100%

Minimum Job Qualifications:

Education/Training –

- Bachelor's degree or equivalent with a certificate in Logistics, Supply Chain Management or an equivalent combination of education and experience required.
- At least 5-7 years of management experience in a warehouse or distribution environment
- Computer applications using MS office and Excel, with exception abilities in excel and data analysis
- Working knowledge of warehouse / mechanical equipment
- Working knowledge of OSHA, DOT, HAZMAT, FDA regulations and the willingness to become certified in one or more of these areas as necessary

- Excellent supervisory skills
- Excellent analytical and mathematical skills

Business Experience –

- Excellent customer service skills
- Highly organized and detail oriented
- Ability to multi-task and work in a fast-paced environment under tight deadlines

Specialized Knowledge/Skills –

- Visual acuity, color distinction, and numeric and character detail distinction for the analysis and preparation of statistical reports and information.
- Forklift certification
- Experience operating in a Foreign Trade Zone a PLUS

Working Conditions:

Environment (Office, warehouse, etc.) –

Physical Requirements (Lifting, standing, etc.) –

- Lift, move, or adjust general office equipment, boxes, or materials weighing up to 100 pounds using proper materials handling equipment and procedures
 - Occasionally work additional hours beyond normal schedule
 - Ability to travel with occasional overnight travel (Domestic and International)
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(This description is general in nature and is not intended to be an exhaustive list of all responsibilities. Other duties may be assigned as needed to meet company goals.)