

**Logistics Manager**

**POSITION SPECIFICS**

**Reports To:** Vice President of Operations

**FLSA Status:** Exempt

**ROLE**

**SUMMARY**

Oversee and coordinate the transportation, stock control, and warehousing aspects at Raybern Food’s Operational Sites.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

* Manage 3rd Party Logistics operations, as assigned.
* Work with Scheduling and Production to eliminate order shortages.
* Manage inventory control such that inventory accuracy is 98+%.
* Provide input to sales on products soon to expire to reduce and/or eliminate expired product occurrences.
* Strive to bring ‘paperless’ controls to all warehousing operations.
* Assist Quality Assurance on auditing of components for quality specification compliance.
* Work with Scheduling and Purchasing departments to reduce component and finished goods inventory as close to ‘just-in-time’ as possible.
* Recommend capital expenditures for warehousing and logistics functions.
* Monitor the quality, quantity, cost and efficiency of the movement and storage of goods.
* Ensure that all appropriate safety regulations are being followed both with regards to personal safety and the safe operation of all fork truck equipment.

**SUPERVISORY RESPONSIBILITIES**

Manages employees in the Receiving, and Shipping department.

**QUALIFICATIONS**

**EDUCATION and EXPERIENCE**

Bachelor’s degree or equivalent; or 7+ years of related experience and/or training in a food or food related industry; or equivalent combination of education and experience.

Logistics experience is required.

Must have working experience with Microsoft Office applications.

**CERTIFICATES, LICENSES AND REGISTRATIONS**

None.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

* Ability to motivate and lead a team.
* Apply analytical and evaluative methods and techniques.
* Good communication (both verbal and written), problem solving, decision-making, prioritizing work, and organization.
* Working knowledge of supply chain management and transportation.
* Understanding of logistics systems.