

## **Position Description**

### **Assistant Logistics Manager – Full Time**

**Location: Baltimore, MD**

**Travel: 10%**

Reporting to the Logistics Manager, the Assistant Logistics Manager position is responsible for the execution of process management and manages total customer satisfaction in a logistics operation. S/he will be responsible for supervising day-to-day logistics operations. This person will manage aspects of the transportation discipline to include safety and security compliance's, route structures and development, personnel scheduling, workload assignments, with emphasis on cost control. As an experienced Global logistics professional, the Assistant Logistics Manager will also have oversight of our 3PL programming and contract management for the company's transportation (Inbound & Outbound) and warehousing activity across the USA. This is an exciting position for anyone eager to demonstrate their ability to make an impact by building relationships and making decisions to affect Supply Chain performance improvements

### **About this role**

The Logistics team is an integral part of the supply chain. It is responsible for the efficient on-time delivery of all our product and shipments from factory to warehouses and from warehouses to our customers

### **Key Activities & Responsibilities:**

- Responsible for the daily scheduling, and creating BOL's
- Prioritize orders on importance and required delivery dates to meet shipping deadlines
- Deliver superior customer service to all clients - internal and external
- Act as a liaison between the sales branch and carrier procurement centre; work cross-functionally to review pricing, market penetration, and service KPIs
- Oversee and assess current 3rd Party carrier management processes, providing recommendations for improvement to senior management as needed
- Negotiate most favourable buying rates with approved vendors.
- Process, issue, distribute &/or dispatch all required documentation to all applicable parties in a time frame consistent with service needs & company policy.
- Ensure accurate distribution of costs to promote same in projected gross profits
- Develop and maintain a full working understanding of all proprietary workflow systems, either directly involved in, or related to logistics
- Timely & accurate approval of vendor invoices
- Provide assistance and support to logistics staff in resolving highly complex problems or complaints as needed
- Work with the senior management team in refining cost, productivity, accuracy and timeliness targets, and monitoring and/or implementing processes to ensure targets are met.
- Refine and/or develop logistics based training materials and technical manuals as needed
- Investigate new logistics verticals for the Company to pursue, including the freight trading market, and present proposals for implementation to senior management team
- Review and assess current logistics metrics and data to assess performance of division and personnel, and provide input to senior management team as needed
- Assess the financial impact of any proposed logistics changes, such as routing, shipping modes and carriers, and provide input to senior management team as needed

### **Qualifications:**

- Degree or Diploma in Business Administration, Operations Management, Supply Chain Management, Logistics, or equivalent required
- 3-5 years leading a team
- 3-5 years of supply chain, logistics or related analysis experience required
- Strong analytic skills with ability to conduct complex network modelling and financial analysis
- Effective understanding of logistics and trade compliance operations
- Ability to align leadership team members to a set of recommendations and roadmap
- Experience in Contract negotiation with Steam Ship line and Freight Forwarders
- Experience in importing FCLs into Ports on both Coasts
- Experience in working with Railyards
- Experience in trucking negotiations across the USA
- Ability to work independently and handle multiple projects
- Ability to approach problems from different perspectives
- Excellent negotiation skills
- Ability to focus in intense and highly open environments

Please email your cover letter and resume to [careers@globalagritrade.com](mailto:careers@globalagritrade.com)