

JORDAN MANUFACTURING COMPANY, INC.
JOB DESCRIPTION

Job Title: Warehouse and Logistics Manager

Reports To: VP of Manufacturing

Summary of duties and responsibilities: Jordan Manufacturing is seeking a reliable Warehouse and Logistics Manager to be responsible for the overall warehousing and logistics management. The Warehouse and Logistics Manager's primary responsibilities will include organizing and monitoring the storage and distribution of Jordan products. The manager will ensure all standard work methods are documented and executed through a direct report supervisory and team lead staff. The manager will uphold and practice safe work habits to ensure the warehousing and logistics operation is as safe and efficient as possible.

Primary duties and responsibilities:

1. Plan and implement the company's overall warehousing and logistics strategy to maximize the process efficiency and productivity.
2. Play a crucial role in developing and maintaining strong relationships with vendors and customers.
3. Collaborate with sales, operations, and customer service teams to deliver a seamless customer experience.
4. Work with finance, sales, procurement, and manufacturing team to determine best vendors.
5. Direct, optimize and coordinate full order cycle to deliver all product on time every time.
6. Determines space requirements and position of shipment in trucks and lays out position of shipment.
7. Keep track of customer quality metrics, quantity of shipments to schedule the work force, stock levels, delivery times, transport costs and efficiency of on time ship and delivery.
8. Ensure warehouse inventory is accurate and is arranged to efficiently pick product, plan routes, and process shipments.
9. Ensure any inventory or shipping problems are addressed quickly and course corrected moving forward.
10. Directly supervise, coach and train warehouse and logistics supervisors.
11. Ensure training is carried through from warehouse and logistics supervision to the warehouse workforce.
12. Provide constructive feedback in formally documented employee performance reviews.
13. Meet cost, productivity, accuracy, and timeliness targets through scorecard metrics reported to leadership monthly.
14. Maintain metrics and analyze data to assess performance and implement improvements throughout the supply chain process.
15. Champion cross functional ways of working to promote seamless customer service and efficient processes.
16. Work cross functionally to solve problems and drive process improvements.
17. Ensure company complies with laws, regulations and ISO requirements.
18. Performs other duties as required.

Education/ Training/ Experience:

1. Proven 3-5 years working experience as a Warehouse and Logistics Manager.
2. Record of successful distribution and logistics management demonstrated through on time ship, on time delivery, and inventory accuracy performance achievements.
3. Demonstrated ability to lead and manage direct reports.
4. Proficient in standard logistics software.
5. Excellent analytical, problem solving and organizational skills.
6. Ability to work independently and handle multiple projects spanning across various department functions.
7. BS in Business Administration, Logistics or Supply Chain, or similar relevant field.

Skills:

1. Critical thinking and problem-solving skills.
2. Team player.
3. Computer experience transacting in ERP systems.
4. Strong communications and interpersonal skills.
5. Able to lead, document, train and champion process improvement throughout the supply chain process.

Physical environment/ Working conditions: The position is in the factory and could involve sitting, standing, walking, and lifting for long period of time throughout the day

Other: Must be team and goal oriented