

Job Description

Title: Secure Logistics Manager

Cost Ctr: _____

Work Location: Ghana

Position Status: Full-time Part-time

Division & Department: Currency & Tax Stamp

Position Reports to: Program Manager, Tax Stamp - Ghana

Position Summary:

The open position of Secure Logistics Manager is located at our Accra, Ghana facility. Standard working hours for the position will be 8am-5pm Monday through Friday. The Secure Logistics Manager primary focus will be:

- Forecasting of future stamp needs by maintaining regular communication with manufacturers and distributors
- Management of secure storage and distribution facilities, including inventory control
- Confirmation of proper tax stamp performance for aged inventory
- Coordination of the secure receipt and delivery of security-related materials
- Daily use of tracking software to confirm the correct amount of excise tax is being paid

The Secure Logistics Manager will assist the Manager, Ghana Tax Stamp in the day-to-day administration and management of program tasks in Ghana.

This position will require successful passing of a background check.

Key Skills:

Forecasting, Pre-planning, Supervision, Budget Development, Safety Management, Developing Standards, Managing Processes, Surveillance Skills, Inventory Control, Reporting Skills, Analyzing Information, Equipment Maintenance, Judgment

Roles & Responsibilities:

- Manage the shipping and receiving of secure materials
- Assists with the administration and logistics of additional programs, as required.
- Manage the inventory and purchase of office and operating supplies, including payment and record keeping in accordance with Authentix policies and procedures.
- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Conducts regular performance verification of aged inventory

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- Complies with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Safeguards warehouse and office operations and contents by monitoring security procedures and protocols.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Maintains physical condition of warehouse and office.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Completes office, warehouse, and shipment operational requirements by scheduling and assigning employees; following up on work results.
- Maintains staff by recruiting, selecting, orienting, and training employees.
- Maintains staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace