

Position Description

Title: Logistics Manager

Cost Ctr: 503-000

Work Location: Addison, TX

Position Status: ☒ Full-time ☐ Part-time

Division & Department: Supply Chain

Position Reports to: Sr. Director, Procurement

COMPANY VALUES

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

- Dedicate ourselves to our customer's success
- Compete and win with integrity
- Create innovative solutions with science and technology
- Team and collaborate with accountability

Position Summary:

The position of Logistics Manager leads transportation and logistics functions including inbound, outbound and international logistics. This position works cross functionally to ensure operational excellence in achieving our performance goals (KPIs).

Responsibilities include shipping, receiving and record keeping for domestic and international transactions. Managing 3PL and freight forwarders on international shipments to achieve on time delivery in support of company delivery contracts and schedules, as they adhere to import-export policies and laws. The position also entails support of the Inventory Warehouse Coordinator in general warehouse duties and system transactions.

Roles & Responsibilities:

- Negotiate Logistics Service Contracts and Pricing Agreements for all transportation and warehouse needs
- Ensure accurate shipment labeling and documentation for domestic and international shipments
- Establish carrier performance standards & audit delivery performances for all providers
- Provide direction in all phases of international logistics and prepare and maintain all records/documentation
 - Responsible for all shipping related activities and tasks
 - Communicate with freight vendors; follow up on shipments, and coordinate transport issues with carriers/suppliers and internal customers around the world

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- Generate and review reports for advanced notice of shipments
- Remove obstacles that could potentially cause delay of shipments
- Responsible for completing all daily shipments and verifying that all orders have been processed and picked up by transportation carriers
- Verify product was delivered to the customers and provide effective timely communication with internal customers (Operations, Accounting, and Project Managers) regarding status of orders
- Monitor supply of shipping materials and maintain inventory required to execute import and export shipments
- Participates as required in training on regulatory issues affecting own area of work
- Brings regulatory compliance questions/ issues to the attention of management
- Maintain required shipping supplies and form requirements

Key Skills / Education / Experience:

- Bachelor's degree from four-year college or university in Supply Chain, Logistics, Engineering, Business, or equivalent degree
- 5+ years of international logistics experience, hazardous or dangerous goods, or related field with an International freight forwarder or within a chemical, or high technology industry a plus
- Experience in negotiating transportation and 3PL services
- Excellent knowledge of IATA, DOT UN-Packaging for shipping and storing requirements and import requirements
- Understanding of GHS, HTS and NMFC codes
- Detailed knowledge of INCOTERMS 2010 and newer
- Ability to develop and maintain shipping/receiving metrics (i.e. supplies, transit time, shipper performance, etc.)
- Interpersonal skills required for working efficiently and effectively with peers, subordinates, suppliers, client logistics departments and others
- Demonstrated sense of urgency as it relates to the transport of "hot" shipments and provide appropriate communication internally to stakeholders and externally with freight suppliers
- Knowledge of Microsoft Office products (Excel, Word, PowerPoint, Outlook)