

Logistics Manager job description

Name: New

Departement: Supply CHain

Reports To: Plant Manager

Location: Aubange

Strong relationship with:

Last revision date:

Overtime maybe necessary if business conditions make scheduling necessary

General Summary

Direct, manage and coordinate logistics, warehouse, transportation and customer service activities. Lead and direct strategic planning for logistics and customer services.

Primary Responsibilities

- Responsible for overseeing the inventory management process, defining departmental strategies for appropriate inventory levels, eliminating obsolete and off-spec material, and reduce aging material
- Develop methods and procedures for scheduling of raw materials from suppliers to support manufacturing in achieving customer demand and minimizing cost impacts to Michelman
- Develop and maintain transportation system on domestic and international freight that ensures business needs are met
- Manage customer service activities including order entry, customer satisfaction, interface with sales, production, labs, regulatory, and quality ensuring that Michelman's customer service creates competitive advantage in marketplace including resolving critical customer complaints
- Create, manage and achieve the overall logistics and customer service department budgets
- Develop and lead Sales and Operations Planning (S&OP) process
- Ensure Company is in compliance with laws and regulations regarding transportation, including hazardous materials. Resolve any legal issues pertaining to transportation/distribution
- Ensure Logistics Department complies with ISO 9002 requirements
- Maintain receiving, warehousing and distribution operations by initiating, coordinating and enforcing program operational and personnel policies and procedures.
- Safeguard warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Motivate, organize and encourage teamwork within the workforce to ensure set productivity targets are met.
- Oversee the planned maintenance of vehicles.
- Participate in personnel development at all levels through talent acquisition, performance management, providing opportunity for high performers, education, communication, expectation setting, and self actualization
- Perform related duties as assigned or as the situation dictates

Required Competencies, Knowledge, Skills and Abilities

- Proficient in standard business office software
- Excellent analytical, problem solving and organizational skills
- Excellent oral and written communication skills
- Fluency in written and verbal French and English
- Proven ability to think independently and handle multiple projects through to completion
- Record of successfully collaborating with and influencing senior management and peers
- Demonstrated ability to lead and manage staff
- Demonstrated independent work initiative, sound judgment, diplomacy, analytical ability and professional demeanor
- Able to make effective presentations to diverse groups
- Able to perform financial calculations and create and manage budgets

Education and Experience

- Master's Degree in Business or Transportation/Logistics Management
- 5+ years in customer service and logistics environment

Note:

The statements above are intended to describe the general nature and level of work being performed by people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

To apply

Resume and cover letter with salary history and requirements can be e-mailed to:

Jean-Marc CECI

HR Business Partner

jean-marcceci@michelmaninc.com – E-mail

No relocation will be provided – no phone calls please. Michelman does not hire individuals who use tobacco products. All candidates will receive a drug test prior to beginning employment which will include a test for tobacco products.

It is Michelman, Inc. policy to seek and employ qualified persons in all jobs in a manner which will ensure equal employment opportunity as well as administer personnel actions in a manner as to not discriminate against any person on the basis of race, religion, national origin, age, sexual orientation or disability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.