Logistics Manager

Job Code
LGS-015

Job Department
Logistics

Job Location
Varied- Large Distribution Centers

Reports To
Operations Manager

FLSA Status
Exempt

Position Summary

This position supports the efforts of the Operations Manager, assisting with employee growth and development; continuous improvement principles; and department management. This person serves as the first-level manager for one of three departments within the local operation: Logistics, Service, or Customer Service; and frequently engages with the remaining two departments. As a member of the Distribution Center leadership team, the Team Supervisor/Assistant Manager will participate in local, regional, and national continuous improvement and cost reduction initiatives and engage with all levels of the local sales team and our diverse customer base.

Essential Functions

- Conduct employee job shadows and provide coaching focused on continuous improvement and 5S principles.
- Assist in the development of employees and provide critical feedback related to their job performance.
- Engage in and identify cost savings initiatives related to continuous improvement and 5S principles.
- Generate, read, and respond to daily emails and intentionally engage in other communication channels.
- Maintain annual regulatory and company compliance training.
- Cross-functional knowledge of all intra-department functions including basic repair knowledge if Team Supervisor/Assistant Manager-Service, or ability to handle freight deliveries if Team Supervisor/Assistant Manager-Logistics.

General knowledge of all inter-department functions.
On occasion, serve as a Subject Matter Expert for local, regional, or national project teams.
Serve as primary backup for Operations Manager, and secondary point-of-contact.
Establish and maintain relationships with key vendors, freight carriers, and corporate partners.
Troubleshoot inventory discrepancies within your department and implement corrective action.
Direct department team in daily activity and manage associated performance.
Analyze, manage, and assess key performance indicators related to assigned department.
Identify opportunities for improvement and participate in work projects related to task improvement.
Maintain detailed understanding of key performance indicators.
Participate in local leadership and/or sales meetings.

Supervisory Responsibility

Yes

Education

Preferred/Required	Education Level	Description
Required	2 Year / Associate Degree	

Experience

Minimum Years of Experience	Description
2	

Licenses & Certifications

Preferred/Required	Certification Type	Description

Qualifications

Qualifications

Excellent Communication Skills
Advanced Analytical Skills
Advanced Understanding of 5S Principles
Excellent Troubleshooting Skills
Computer Literacy: Microsoft Suite including PowerBI, Teams, Planner, and SharePoint as well as industry specific software including Mobile Equipment Platforms found on industrial equipment dashboards

Competencies

Company Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

Customer 1st Attitude
Concern for Safety
Integrity & Ethics
Pursuit of Excellence/Lifelong Learning
Teamwork

Role Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

Attention to Detail
Regulatory Compliance
Thinking Strategically

Equipment Used

Equipment	If Other, Please Specify
Phone	

Computer
Fax
Copier
Fork Truck
Power Dolly
Trailering Equipment
Vehicle (Commercial)
Order Picker
Pallet Jack
Personal Protective Equipment

Working Environment

Work is mainly performed in factory or warehouse setting with exposure to dust, heat, cold, loud noises, fumes and odors. Some exposure to an outdoor setting with conditions such as heat/cold, wet/humid and dry/arid, and an office setting with a controlled environment.

Travel

Travel Type	Frequency
Same Day	Frequent- Up To 50%
Local	Frequent- Up To 50%
Overnight	Moderate- Up To 25%
District	Frequent- Up To 50%
Regional	Frequent- Up To 50%
Nationwide	Moderate- Up To 25%
Worldwide	N/A

Physical Demands

The physical job demands include maximum occasional lift of 61 lbs. from floor to 50 inches; maximum occasional lift of 52 lbs. from floor to 26 inches; maximum frequent lift of 20 lbs. from floor to 36 inches; maximum occasional lift of 5 lbs. from floor to 84 in; maximum occasional carry of 61 lbs. for 30 ft; maximum frequent carry of 20 lbs. for 50 ft; maximum frequent horizontal push/pull force of 50 lbs. at 30 inch height for 20 ft; occasional climb of 26 inches on machines and in/out service van; occasional climb stairs 8-10 inches in height; maximum occasional grip force of 100 lbs.; maximum frequent grip force of 40 lbs.; frequent forward reach of 36 inches; occasional lateral reach of 24 inches; occasional reach overhead to height of 84 inches; constant bend; occasional crouch/kneel; occasional neck extension; occasional neck flexion; occasional neck rotation; occasional trunk rotation; constant fine motor coordination; frequent foot coordination; frequent balance; frequent lying supine, side-lying, or prone; frequent sitting; constant standing; and constant walking. PDC Level: HEAVY

Eligibility

Must be legally authorized to work in the United States without restriction.

Must be willing to submit to a background investigation, including criminal history and motor vehicle check.

Must be willing and able to pass a post-offer drug screen and physical.

EEO Statement

Hillyard is an equal opportunity/affirmative action employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, travel and activities may change, or new ones may be assigned at any time with or without notice.