

Elastec/American Marine, Inc. Job Description

Job Title: Logistics Manager

Job Purpose Summary: Develop, implement and maintain logistics for all facilities ensuring compliance with all applicable regulations.

Essential Duties and Responsibilities:

1. Ensure all US and international shipping requirements are met completely and accurately
2. Negotiate rates with shipping companies and process shipping quotes
3. Track shipments to ensure delivery requirements are met
4. Process, monitor and manage all shipping claims
5. Determine and communicate proper packaging requirements for all products, including hazmat.
6. Coordinate inbound shipments for consolidation

Other Responsibilities:

1. Coordinate with document specialist in banking all international banking documents.
2. Oversee/assist Quality Department with staging shipments for third-party/customer inspections.

Supervisory Responsibilities: This position supervises the shipping technician.

Measurement of competency: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and experience: Shipping related 2 year degree or 3 years of shipping experience in manufacturing setting

Language skills: This job requires the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. This job requires the ability to write routine reports and correspondence. This job requires the ability to speak before groups of customers or employees of the organization.

Mathematical Skills: This job requires the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. This job requires the ability to apply concepts of basic algebra and geometry.

Reasoning ability: This job requires the ability to apply common sense understanding to carry out instructions in written, oral, pictorial, or diagram form.

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Computer skills: This job requires the individual to have general computer knowledge, as well as, knowledge of the Internet, accounting software; contact management software, Microsoft Excel software, and Microsoft Word software.

Certificates, licenses, registrations: N/A

Other skills and abilities: N/A

Other qualifications: N/A

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and/or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level at work is usually quiet.