



Job Title: Logistics Supervisor
Reports To: Operations Manager

Summary of Position:

The Logistics Supervisor maintains all applicable logistics obligations to meet customer and business demands by managing both inbound and outbound freight in accordance with all rules and applicable export compliance laws and regulations. These duties include all facets of shipment order entry, documentation, order routing, order reporting, order tracking, and shipment cost reconciling. This role is responsible for the accuracy and consistency of data. The Logistics Coordinator will seek out ways to gain efficiencies while working on cost savings initiatives with carriers and freight forwarders.

Duties and Responsibilities:

- Coordinates daily with all stakeholders to ensure that all required inbound and outbound shipments meet customer and business needs.
- Responsible for creating, auditing, and maintaining documentation according to all regulatory laws and regulations including export compliance.
- Files claims for late/damaged shipments and follows through to resolution.
- In charge of scheduling and coordinating outbound shipments domestically and internationally.
- Accountable for gathering and channeling Proof of Delivery documentation from carriers and forwarders to internal stakeholders.
- Assists with and trains associates on how to properly package goods to ensure defective free delivery to our customers.
- Orders and maintains appropriate levels of supplies to support department needs.
- Assists in implementing and training associates on best safety practices.
- Responsible for cost savings initiatives associated with logistics functions.
- Provides rate quotes and/or service level feedback for specific ship requests or ship plan scenarios.
- Replies to general logistic inquiries (shipment tracking, address verification, order status, etc).
- Additional duties as assigned.

Supervisor Responsibilities:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Core Competencies:

- Commitment to company Core Values: Integrity, Pursuit of Excellence, Positive Energy, Teamwork, Accountable and Achieving Results.
- Analytical skills: must be able to gather information and use data to determine cause and effect for complex problem solving
- Negotiating skills: must have confidence and the ability to be persuasive and assertive
- Strong customer orientation
- Organization: very detail oriented and always comes prepared
- Strong judgment and decision making
- Self-motivated with critical attention to detail, deadlines and reporting

- Ability to work well autonomously and within a team in a fast-paced and deadline-oriented environment.
- Dependability: personally responsible, completes work in a timely manner, and performs tasks accurately.
- Motivation: must maintain a positive attitude and strong work energy.
- Management: must possess coaching and development skills.
- Communication: excellent interpersonal and oral and written communication skills.
- Independent: must have the ability to carry out and follow through on tasks with minimal supervision.
- Initiative: plans work and carries out tasks without detailed instructions, prepares for problems or opportunities in advance, undertakes additional responsibilities.
- Problem Solving: ability to develop and implement new ideas to improve processes.
- Time management: ability to organize and manage multiple priorities and effectively deal with tight deadlines and pressure.

Education and/or Experience:

- 5+ years of previous logistic applications experience; or equivalent combination of education and experience.
- Knowledge of international import/export documentation, regulations, and terms.
- Working knowledge in bill of lading, certificates of origin, commercial invoices, proforma invoices, SLI's & SED's, temporary import bonding, TIR carnets, Affidavits, owner/importer declarations, foreign shipper declarations and tariff regulations

Physical Demands/Work Environment:

The physical demands and work environment characteristics 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.

- Must be able to lift and carry up to 40 pounds and comply with OSHA standards
- Works at telephone answering equipment, design equipment, and at a PC for hours at a time
- Must be able to drive forklifts
- Ability to use pallet jacks

While performing the duties of this job, the employee may be regularly required to sit, stand, bend, reach and move about the facility. The environment characteristic for this position is an office setting. Candidates should be able to adapt to a traditional business environment.

To apply, submit resume: www.uscargosystems.com/careers/

Signature:

I understand that I am expected to adhere to all company policies and to act as a role model in the adherence to policies. I have read and agree that the contents of this job description accurately reflect my understanding of what is expected of me in this position.

Employee's Name: _____

Employee's Signature: _____ Date: _____