

# Logistics Manager



**Location: Norwood Young America**

## **Job Description**

Responsible for all shipping and receiving functions. Ensure customer products are pulled and packaged accurately and in a timely manner. Handle vendor shipments and returns. Follow established procedures related to data collection, documentation and proper warehouse management practices.

## **Responsibilities:**

- Pull parts according to picklists and compare contents with records such as invoices, sales orders, and manifests to verify accuracy.
- Ensure products are packaged properly and securely to avoid damages.
- Prepare documents such as work orders, bill of ladings, or shipping orders to route materials.
- Record shipment data such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
- Determine shipping methods for materials using knowledge of shipping procedures, routes, and rates.
- Work with carriers to book LTL and FTL shipments.
- Use forklifts to load and unload parts to equipment from flatbeds or other trucks.
- Deliver or route materials to other departments.
- Collaborate with established representatives to resolve problems such as damages, shortages, or nonconformance to specifications.
- Assist customers with questions, pulling, packaging, and loading.
- Maintain inventory and stock.

## **Requirements**

- High School Graduate or Equivalent.
- Basic math and computer skills.
- Shipping experience preferred.
- Forklift experience
- Ability to lift and carry up to 75lbs.
- Excellent customer service skills.