

Job Description

Position: Logistics and Facilities Manager

Compensation: Salary plus benefits including medical coverage, 401K plan and paid vacation earned

Reports To: Director of Logistics and IT

Job Description: We are seeking a highly organized and experienced Facilities and Logistics Manager to oversee the maintenance, operations, and logistics of our company warehouse, third-party warehouse, and headquarters. The ideal candidate will ensure the smooth functioning of all facilities, manage relationships with third-party logistics providers, and maintain safety and compliance standards. The role will also involve assisting in the expansion of facilities across North America, Canada, and Mexico.

Primary Responsibilities, Duties and Functions (Including but not limited to the followings)

Logistics:

- **Logistics Coordination:** Plan, coordinate, and manage the logistics and transportation of goods between warehouses, third-party providers, and customers.
- **Supply Chain Management:** Develop and implement efficient supply chain strategies to optimize delivery times and reduce costs.
- **Cost Control:** Implement strategies to minimize logistics costs, including transportation, warehousing, and inventory costs.
- **Risk Management:** Identify potential risks in the supply chain and develop contingency plans to mitigate them.
- **Customer Service:** Ensure timely and accurate delivery of goods to meet customer expectations and enhance satisfaction.
- **Performance Metrics:** Establish key performance indicators (KPIs) to measure the efficiency and effectiveness of logistics processes.
- **Returns Management:** Develop efficient processes for handling returned goods and minimizing associated costs.

Company Warehouse:

- **Maintenance and Repairs:** Ensure all routine maintenance and repairs are conducted to keep the warehouse fully operational and safe.
- **Inventory Management:** Collaborate with inventory teams to manage stock levels and ensure efficient storage practices.
- **Safety Compliance:** Monitor and enforce adherence to all safety regulations and standards.

Third-Party Warehouse:

- **Vendor Management:** Negotiate and manage contracts with third-party logistics providers to optimize services and costs.



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- Inventory Oversight: Maintain oversight of inventory levels, ensuring accurate tracking and timely reporting.
 - Quality Control: Ensure the third-party warehouse meets company standards for storage and handling.

HQ Location:

- Facility Management: Oversee the maintenance and operations of the headquarters office space.
- Space Planning: Manage office space allocation, ensuring efficient use of available space.
- Security: Implement and monitor security measures to safeguard company assets and employees.

Facilities Expansion:

- North America, Canada, and Mexico: Assist in the planning and execution of facility expansion projects across North America, including Canada and Mexico. This includes site selection, coordinating with contractors, and ensuring compliance with local regulations.

Qualification Requirements:

- Bachelor's degree in facilities management, business administration, logistics, or a related field. Or equivalent experience.
- Proven experience as a facilities/logistics manager or in a similar role for at least 4 years.
- Strong knowledge of facility and logistics management has best practices and safety regulations.
- Excellent organizational and multitasking abilities.
- Strong communication and negotiation skills.