



Job Description:	Logistics and Inventory Manager	FLSA Status:	Exempt
Department:	Production	Schedule:	Full Time
Supervisor's Title:	Plant Manager	Shift:	M-F

General Summary

The primary responsibility for this position is to oversee the coordination and communication of all logistics for Imperium Grays Harbor with Company personnel, vendors, and customers. This is to include both inbound raw materials and outbound finished products via truck, rail, and marine vessel. This position is also responsible managing inventory which includes negotiating price and procuring raw materials to ensure seamless production.

Essential Duties and Responsibilities

- Provide accurate and consistent logistics information on a daily basis to Company personnel, vendors, and customers against targets, benchmarks and service agreements.
- Confer with Company personnel, vendors, and customers to coordinate seamless production and logistics activities.
- Develop and implement effective forecasting and procurement strategies for raw materials. Understand issues affecting suppliers' industry (lead time, regulatory, infrastructure, fuel, etc.)
- Work with Company personnel and third parties to understand customers, ship points, constraints, and market requirements for service.
- Maintain and develop positive business relationships with customer's key personnel involved in or directly relevant to logistics activities.
- Develop an understanding of customers' needs, and take actions by collaborating with other departments and vendors as necessary to meet customer requirements.
- Develop and implement technical project management tools to enhance and stream line logistics and inventory management.
- Determine and coordinate shipping for materials, using knowledge of shipping methods and procedures, routes, and rates.
- Coordinate with carrier representatives to make arrangements and to issue instructions for shipping and delivery of materials.
- Examine materials and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipments.
- Prepare and maintain logistics documents, bills of lading and shipping orders to route materials.
- Develop and maintain a Standard Operating Procedure for logistics and procurement based on Company policies and procedures.

Required Knowledge, Skills, and Abilities

- Knowledge of truck, rail, and marine vessel logistics.
- Ability to work both independently and as a team member.
- Ability to efficiently plan, organize, and coordinate a variety of activities.
- Ability to multi task and meet tight deadlines.
- Advanced proficiency with spreadsheet data manipulation, creation and graphics.
- Demonstrated ability to formulate, communicate, and implement short and long-term strategies for commodities, components, and services.
- Ability to manage both internal and external relationships with cross-functional groups and suppliers.
- Strong written and oral communication skills.
- Analytical skills with attention to detail.
- Computer applications and technologies skills that could be applied to improve workplace efficiencies.

Education, Experience, And Requirements

- Bachelor's degree in supply chain management, accounting, or equivalent.
- 5+ years logistics management experience, liquid bulk experience preferred.
- Must be 18 years of age and required to obtain Transportation Workers Identification Credential Card upon hire.

Working Conditions

This position primarily works in an office setting at a biofuels manufacturing facility. The position is required to occasionally work outside in the field to inspect inventory and logistics activities which may involve climbing, lifting up to 50 lbs occasionally, exposure to inclement weather, and handling of various materials, including hazardous chemicals.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Equal Opportunity Employer

Imperium Grays Harbor, LLC is an Equal Opportunity Employer. Anyone needing accommodation to complete the interview process should notify the recruiter.