

Logistics Manager

Position Location: Buford, GA

Company Overview:

Hettich was founded in 1888 and is today one of the world's largest and most successful manufacturers of furniture fittings. Over 6,600 members of staff in almost 80 countries work together towards one objective: developing intelligent technology for furniture. With it, we excite people across the globe. And are a valuable partner to the furniture industry, retailers and the trades.

The Hettich brand stands for consistent values: for quality and innovation. For reliability and closeness to customers. Despite our size and international significance, Hettich has remained a family owned business. Independent of investors, we have a free hand in shaping our future with a focus on the human element and sustainability.

Job Summary:

The Logistics Manager will lead an hourly team to do the fast paced work required to run the distribution center as efficiently, safely and productively as possible. They will ensure orders are selected, packaged, loaded, and dispatched safely, timely, efficiently and economically, and that proper records are maintained. Duties involve but are not limited to supply chain services, inventory control, material handling, shipment of products, and third-party warehousing. This role will handle management responsibilities for the team members under their supervision. This role is responsible for ensuring prompt, efficient, and accurate handling of products as well as developing and implementing team goals.

Essential Functions:

Logistics

- Evaluate material flow for efficiency and maximize available space.
- Supervise and coordinate the most efficient unloading of inbound shipments, orderly stacking of product, and the picking and staging of outbound shipments in accordance with the highest possible levels of quality
- Work with operations and planning to identify and maintain optimal inventory levels of products
- Attain and sustain inventory accuracy through cycle counts.
- Oversee physical inventory counts, compare results to computerized inventory, and reconcile differences.
- Improve labor efficiency/productivity.
- Assesses the need for material-handling equipment and staffing; makes recommendations to ensure efficient loading, unloading, movement, and storage of materials.

Safety

- Maintain a clean; neat, and orderly work area; ensure all security policies and procedures are followed

Fiduciary

- Create and manage department budget
- Implement agreed targets and take measures in case of target/actual deviations.
- Analyze current inventories and procedures; suggests improvements to increase efficiency of supply chain and profitability for the company.
- Provides relevant financial reporting to the management team.

Supervisory

- Direct the operations of the assigned work team to achieve prescribed objectives

- Prepare and maintain work records and reports of information such as employee time and wages, daily receipts, or inspection results
- Assign duties to maintain adequate staff for effective performance of activities and response to fluctuating workloads
- Evaluate employee performance and prepare performance appraisals
- Counsel employees in work-related activities, personal growth, or career development

Strategy

- Develop department policies, in a highly specialized environment, that support growth.
- Collaborates with other departments and stakeholders to develop strategic plans and procedures to increase the efficiency of department practices.
- Drive team excellence and talent retention.
- Drive continuous improvement culture.
- Other duties as required

Qualifications:

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

Attributes & Qualities:

- Ability to plan and manage multiple projects with attention to detail
- Positive and professional demeanor
- Self-motivation and self-management; ability to work proactively with minimal direction and sense of urgency
- Desire to coach and train staff
- Ability to drive a forklift
- Sound judgement good decision-making skills
- Ability to cope effectively with change
- Superior communication skills
- Adheres to and administers organizational policies and procedures
- Computer skills including thorough working knowledge of Microsoft Office Suite (Outlook, Word, Excel); ability to quickly learn new software systems
- Strong employee management and leadership skills
- Ability to set and maintaining high performance standards
- Good organization and time management skills
- Generates ideas for improvement, takes advantage of opportunities, and suggests new methods

Education and/or Experience:

- Bachelor's degree in business, supply chain, technical or related discipline
- A minimum 5 years of experience in one or more of the following areas: logistics, warehouse operations, supply chain or materials management
- A minimum of 2 years of SAP knowledge and experience.
- 3 to 5 years of supervisory experience.

Language Skills:

- Excellent communication skills. Ability to read, and interpret general department materials. Ability to write reports, and business correspondence. Ability to effectively present information and respond to questions from employees, and management.
- Ability to read, write and communicate in English to the degree necessary to perform the job

Mathematical and Reasoning Ability:

- Ability to perform intermediate mathematics.
- Problem solving is a critical skill

Computer Skills:

- Previous experience with variety of computer software applications in word processing, spreadsheets, data base and presentation software (Microsoft Word, Excel, PowerPoint)
- Experience with SAP

Working environment:

- Primarily works in manufacturing environment that is not temperature controlled and the noise levels vary depending on equipment assembling, but can be loud at times.

Physical Demands:

- Requires the ability to sit for long periods of time, with frequent interruptions
- Requires several hours per day of sitting, getting up and down from chairs, and reaching, bending, or carrying light loads
- Requires manual dexterity with normal hand and finger movements for typical office work
- Talking, hearing, and seeing are important elements of completing assigned tasks
- Occasionally lifts, carries, positions, or moves objects weighing up to 50 pounds
- Occasionally works overtime, evenings, or weekends in order to complete work or to attend meetings

Expected Hours of Work:

- Monday through Friday. 8:00AM-5PM.

Travel:

- Less than 10%

Safety Equipment:

- Wear approved safety shoes for working in manufacturing environment as well as approved standard eye protection glasses.

This job description is not inclusive of all of the duties of the job. The employer has the right to revise this job description at any time. This job description is not a contract for employment and either you or the employer may terminate employment at any time, for any reason.

Hettich America is an [Equal Opportunity Employer](#). We encourage qualified minority, female, veteran and disabled candidates to apply and be considered for open positions.

Please email resumes to HR@HettichAmerica.net.