

**Job Title: Logistics Manager**  
**Business Unit: Supply Chain & Manufacturing**  
**Job Location: Gatesville, Texas**

**Position Overview:**

The Logistics Manager will:

- Manage shipping, warehouse, and receiving functions
- Manage order communication and fulfillment of available products to ensure internal/external customer satisfaction
- Ensure continuous improvements of processes within Logistics

**Principal Accountabilities:**

- Minimize shipping errors
- Ensure products are delivered on schedule by maintaining high allocation rate
- Achieve Productivity Goals
- Provide feedback and updates on order fulfillment to internal/external customers
- Achieve consistent part flow from Warehouse to Production
- Attain high inventory accuracy rate
- Provide safe environment and high employee satisfaction

**Essential Duties and Responsibilities:**

- Direct team members in the daily operations of shipping, receiving, and the warehouse
- Communicate important information to team members
- Maintain metrics and analyze data to develop/implement ideas for continuous improvement and cost reduction
- Update, train, and ensure compliance of employees to all corporate and departmental work policies and procedures
- Communicate important issues to Management
- Maintain communication with key colleagues at Laerdal Distribution Center sites for quick problem resolution
- Enforce safe work practices with team members
- Drive team performance by coaching and providing clear expectations and ongoing feedback
- Increase bench strength of team by providing development opportunities and encouraging learning and skill enhancement
- Ability to work through and influence people that are not direct reports

**Qualifications/Competencies/Position Requirements:**

*Knowledge, Skills, and Abilities:*

- Excellent analytical, problem solving, and organizational skills
- Strong background in processing international shipping/receiving with knowledge of required documentation
- Proficient in standard logistics software/ERP Production scheduling
- Computer literate; able to utilize MS Office Suite

- Experience with Quality Management Systems preferred
- Good verbal and written communication skills
- Diplomatic, respectful, and empathetic
- Strong interpersonal skills to motivate and instruct team members

**Education and Experience:**

- (A) Bachelor's degree from a four-year college or university preferred
- (B) Minimum of (5) years' experience in Warehouse/Logistics
- (C) Minimum of (2) years management/supervisory experience

**Working Hours:**

- Hours may vary and may require evening and weekend work depending on business needs

**Working Environment:**

- Works in both an office and manufacturing environment
- Occasional exposure to shop elements such as noise, dust, odors, chemicals, solvents, and fumes.

**Tools and Equipment Used:**

- Personal computer, copier, fax, phone, and other typical office equipment
- Forklift and other types of warehouse equipment

**Travel:**

- International and domestic travel required

**Physical Demands:**

- Ability to communicate with customers and/or other team members via phone or in person
- Body motor skills sufficient to enable incumbent to move from one office location to another
- Must be able to lift to 40 pounds