Logistics Manager Job Description

- Planning logistics operations for receiving and sending out shipments, including managing transportation of goods
- Arranging for shipping services and establishing relationships with any other companies that will be involved with your company's deliveries
- Coordinating with the production department to ensure that needed inventory is ready to be shipped out on a timely basis
- Overseeing warehouse management, personnel, and supplies to ensure proper handling of all incoming and outgoing shipments in accordance with established procedures
- Managing warehouse facilities to ensure they are clean, secure and well-lit in order to facilitate smooth operation of all logistics tasks
- Using available resources in order to improve fleet performance
- Scheduling activities in specific facilities according to established procedures, and also inputing records into the computer system every day
- Maintaining current knowledge of relevant regulations applicable to transportation operations, which can be helpful in developing policies for improvement or for avoiding problems with shipments
- Maintaining current knowledge of all regulations and laws which apply to the transportation industry
- Using experience and professional judgment to determine methods for improving logistics procedures, processes and products for the betterment of the company's operations
- Developing training programs that promote improvements in logistics management functions, such as optimizing warehouse space utilization, formulating improved packaging programs, etc.
- Coaching, mentoring, or otherwise supervising staff engaged in freight operations and maintenance activities, such as receiving personnel, dispatching operators and mechanics on a day-to-day basis.