

# Warehouse and Logistics Manager Job Description

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- Plan and oversee outbound logistics, including on-site and off-site warehouse inventory, and the transportation of finished goods
- Establish and preserve relationships, as well as negotiate with suppliers, manufacturers, and retailers and consumers for logistics providers and inbound supply of raw materials
- Collaborate with customer service and sales to perform assessment on strategic logistic opportunities
- Plan and allocate resources for warehouse picking and shipping processes to ensure daily shipments are picked and shipped promptly following customers' requirements
- Confer with unit heads to ensure warehouse activities harmonize with that of other functions such as production and purchasing
- Provide support operation processes, including inspection, receiving, and storage; material usage, order picking, and inbound and outbound shipments; and the handling and disposition of material activities
- Responsible for monitoring and upholding inventory accuracy through cycle count process, investigation of variances, and quarterly and annual physical inventories
- Responsible for managing the department's KPI's, including visual controls; and converse status to management
- Spot and understand root cause of problems and execute countermeasures
- Develop and implement lean initiatives to guarantee continuous improvement in processes
- Responsible for employee compliance to company policies and production procedures.