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**Senior Logistics Specialist**

**POSITION SPECIFICS**

**Reports To: Logistics Manager**

**FLSA Status:**

**ROLE**

**SUMMARY**

This position is responsible for all aspects of the Shipping and Receiving warehouse. Which includes but is not limited to: Processing of all documentation, work with Plant Manager and supervisors and assists with any production needs as necessary. This position will also oversee the actions of the Logistics Specialists. An excellent understanding of lot codes and timely accurate documentation is critical to this position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

* Understands and complies with all company safety policies. Ability to coach and train team members in all proper safety procedures. Ensures a safe working environment in all shipping and receiving areas, this includes controlling traffic when assisting drivers to access docks.
* Ensures all forklifts are properly operated and maintained with PIT inspections. Report any damage and defects to the Logistics Manager.
* Able to work in a high speed, low temperature work environment.
* Outstanding attendance record and ability to work unsupervised.
* Driving a fork lift (Stand-up, Reach truck).
* Able to decipher daily production schedule and oversee warehouse efficiency.
* Ability to supervise, coach, train and motivate warehouse team.
* Recommends disciplinary action to Logistics manager regarding the actions of team members.
* Knows and understands GMP Food Safety Policies and Procedures, related to working in the Production Room. Responsible for maintaining perimeter clearance in freezer storage areas.
* Understands FIFO rotation and how to decipher and determine Lot numbers.
* Ability to assist with inventory audits as needed.
* Communicates well with fellow Production Leads and QA personnel.
* Assists Production and Logistics manager with special assignments.
* Schedule/coordinate out bounds for third party warehouses and schedule delivery appointments.
* Understand the WMS within X3 - Scanning, allocating, production tracking, stock changes, order fulfillment, and other tasks.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Regular and predictable attendance is an essential function of this position.

**SUPERVISORY RESPONSIBILITIES**

* Able to lead other Logistics Specialists

**QUALIFICATIONS**

**EDUCATION and EXPERIENCE**

* High School Diploma or Equivalent
* 2+ years working in a lead position, preferably shipping and receiving related.

**CERTIFICATES, LICENSES AND REGISTRATIONS**

* Forklift Certification required

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

* Occasionally required to sit; climb or balance, stoop, kneel, crouch or crawl
* Frequently lifts up to 20 lbs.
* Occasionally lifts up to 50 lbs. unassisted
* Able to work in a high speed, low temperature (-10 F) and congested work environment.
* Able to work overtime and the weekends as required.
* Perform quality work within deadlines with or without direct supervision.
* Work effectively as a team contributor on all assignments.
* Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
* Perform simple math functions
* Mechanical aptitude is a plus, have good analytical skills. Good communication skills
* Ability to interpret production schedules, and implement an action plan
* Ability to problem solve, multi task, and work with minimal supervision

**Sr. Human Resources Manager Signature:**

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**Employee Signature:**

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