

JOB DESCRIPTION

Title: Operations Logistics Specialist

Reports to: VP Operations

Job Type: Full-time

Salary: DOE

Job Summary

The Operations Logistics Specialist provides the interface to our logistics, supply chain partners and GRC functional groups as required. Assists in managing and controlling inventory at multiple locations. Supporting GRC shipping requirements, inventory audits, parts transfer, obtaining required parts, verifying receipt of items, authorizing payment, setting up shipments domestically and internationally. Experience in procurement and sourcing of industrial products (Metals/Electronics) is a plus.

Job Description

Provides direct communication and support to our logistic, packaging and warehousing partners. Support all aspects of the logistic/transportation operations while adhering to budget considerations. Reviews shipment requisitions and obtains quotations/bids from vendors. Coordinates multiple purchase requests in order to obtain best quote for shipment, products and services. Suggests optimum inventory levels in order to manage expenses. Develops and executes activities supporting inventory strategies capable of reducing lead times, tracking parts, providing the necessary product specs/weight and consistent communication with GRC partners.

Has the ability to cross train to support procurement activities as needed. Create and release purchase orders (POs) to suppliers. Provide assistance in sourcing low-volume and low-cost parts. Provide cross functional support to other GRC departments. Support supplier performance metrics.

Responsibilities and Duties

- Manage our shipments, logistics, inventory, warehouse and packing suppliers as required.
- Perform annual inventory and supplier audits

- Issue shipping quotes/proposals and participate in RFQ &RFP to deliver best cost, quality and delivery requirements.
- Define requirements and develop solutions to drive the improvement of GRC shipping and inventory processes.
- Complete purchase requests with domestic and international suppliers by inputting purchase orders, expediting deliveries, and verifying all transactions.
- Support in handling correspondence concerning over-shipments, delivery shortages, changes in quantity, delivery dates, and prices and report such changes to the interested parties in a timely manner as required.
- Process non-conforming material requests and RMA requests with supply chain partners.
- Maintain appropriate inventory levels consistent with targeted inventory goals and as set by management.
- Maintain accuracy of stock code information within data system, including lead-time, pricing, current supplier information, current purchase order data, etc.
- Monitor supplier performance by ensuring that product is delivered as scheduled and meets specifications; maintaining appropriate files and records of meetings with suppliers to ensure company requirements are met and that supplier is aware of their performance.
- Assist internal and external customers by interpreting shipping requirements, policy, codes, and regulations pertaining to freight/customs/documentation.
- Operate in a collaborative environment on a multitude of projects and assignments, ranging from procurement and supply chain management operations, logistical studies, support manufacturing and fulfillment operations.

Qualifications and Skills

- Bachelor's preferred, Logistics, Operations or Supply Chain Management from an accredited university.
- 2-5+ years of related logistics/inventory experience including supplier relationships, inventory transaction, shipping documents, inventory control.
- A positive work history in shipping, inventory management and materials management.
- Knowledge of logistics, inventory processes and systems
- Procurement experience beneficial.
- Work experience in manufacturing environment beneficial.

- Experience and knowledge of import freight movement.
- Ability to act independently to determine methods and procedures on new assignments.
- Ability to respond consistently with a high degree of initiative to resolve issues or complex problems that may arise.
- Ability to maintain positive company image and brand.
- Ability to perform work accurately and thoroughly.
- Well-developed written and verbal communication, listening and presentation skills.
- Efficient organization and time-management skills.
- Ability to prioritize tasks and meet deadlines.
- A courteous and professional demeanor.
- Intermediate to advanced computer skills. Proficient with MS Office suite, Excel spreadsheets, Google suite, and other work-related software

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