



## POSITION DESCRIPTION

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**POSITION TITLE:** Director of Logistics  
**DEPARTMENT:** Supply Chain

**FLSA STATUS:** Exempt

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** SVP Of Sales & Operations

**POSITIONS MANAGED:** Freight Manager and Shipping & Receiving Associates

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### POSITION PURPOSE

This individual is responsible for the overall management of logistics including coordination of full-order cycle, negotiating with logistics, suppliers, align metrics and resources to leverage volume for highest return. This position is a key contact to record and track quality, quantity, stock levels, delivery times and transport cost while maintaining efficiency. Responsibilities specifically include: controlling the flow of incoming materials and outgoing finished products to ensure customers receive products on time, land/ocean freight management (including LTL/FTL) and strategically plan and manage domestic and international logistics and transportation. The Director of Logistics will also provide feedback, define the goals and objectives for the logistic systems.

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### POSITION QUALIFICATIONS AND JOB DUTIES

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Bachelor's Degree in manufacturing/logistics or general business discipline, and/or equivalent work experience.
  2. Minimum of 10-15 years' experience in manufacturing/logistics and large volume of an international production facility.
  3. Industry knowledge and/or knowledge of land/ocean freight are a benefit. Formal training and experience in implementing cost control and quality control tools such as: FAR, DFAR, ISO or Quality Processes is a plus.
  4. Required to have an extensive working knowledge of PC functions and Microsoft Office programs including: Word, Excel, Outlook, PowerPoint, etc. SAP experience is a plus.
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#### JOB DUTIES:

1. Establishes and implements effective logistics programs and processes to ensure continued success in customer satisfaction.
2. Formulates and administers logistics systems policies and develops long range goals and objectives.
3. Align warehousing and shipping capabilities and resources to leverage volume and cost control for the highest return.
4. Determines logistics budget, negotiated rates with vendors, and monitors actual performance against budget.

5. Communicate with outside logistics and vendors regarding logistical disputes and identify solutions.
6. Oversee all details relating to international transportation, such as customs regulations and any necessary documentation.
7. Build relationships with product engineer and product management to ensure the protection of freight during transportation.
8. Advance business performance within the constraints of legislation, fuel costs and rising environmental pressures.
9. Coordinate optimal transportation modes (LTL/FTL), high risk shipments, routing, equipment or frequency within the scope of budget.
10. Develop mutually beneficial, respectful, and effective relationships with peers to ensure seamless coordination between departments, maximize synergy, and maintain a shared vision, strategy, and focus.
11. Able and willing to work necessary hours to meet all project deadlines, travel when necessary.
12. 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.

## CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
3. **Adaptability** – Utilizes a flexible approach or method to best match the environment, situation, or person. Manages competing demands and is able to adapt quickly and positively to frequent changes, delays, or unexpected events.
4. **Project Management** – Completes appropriate amount of projects within the given timeframe.
5. **Diligence** –Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
6. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.
7. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for

- ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
8. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
  9. **Productivity** - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
  10. **Organizing & Planning** – Plans, organizes and effectively manages to maximize efficiency and productivity. Sets goals and objectives, prioritizes and plans work activities, identifies specific action steps and resources, anticipates problems and develops contingency plans.
  11. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.
  12. **Results Oriented** – Maintains an appropriate focus on short and long term goals, outcomes, and accomplishments, conveys a sense of urgency to make things happen, and displays a sense of urgency about getting results. Motivated by achievement and persist until the goal is reached.
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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PHYSICAL DEMANDS**

1. Must be able to remain in a stationary position 25% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 75% of the time.
3. Must be able to physically run all manufacturing equipment and machines within the plant.
4. Must be able to position self to reach all areas of machine, including under and above (requires bending, squatting, crawling, climbing, reaching).
5. Must be able to lift and carry 15-25 pounds and frequently move equipment weighing up to 50 pounds.
6. Requires the use of hands for grasping and fine manipulations
7. Must be able to communicate effectively by listening and also in both written and verbal forms.

#### **WORK ENVIRONMENT**

1. Generally, works in an office environment but may occasionally be required to perform job duties outside of the typical office setting. Position will office in plant production facility.
2. This position also requires some amount of time to be spent using computer equipment, which entails regular and repetitive motions.
3. Generally, works in a manufacturing environment but is also required to perform job duties in a typical office setting.

4. This position regularly requires large amounts of time to be spent using manufacturing equipment, which generally entails regular and repetitive motions along with exposure to loud noises. All safety procedures should be adhered to in these situations.
5. This position also requires some amount of time to be spent using computer equipment, which entails regular and repetitive motions.
6. Will regularly be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.
7. Subject to working near moving parts of heavy machinery and high voltage equipment where use of appropriate safety equipment is required.
8. Work includes indoor and outdoor environment during possible adverse weather conditions.

## SIGNATURES

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This job description has been approved by all levels of management.

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Bona US is an at-will employer. Therefore, both the employee and the employer retains the option of ending the employment relationship with the Company at any time, with or without notice or cause. Neither this document nor any other oral or written representations may be considered a contract for any specific period of time.