



Logistics & Facilities

13 job description templates for
logistics and facilities roles

Logistics and Facilities Roles

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Supply Chain Engineer

Job description

We are looking for a capable Supply Chain Engineer. You will be in full charge of supporting shared services and the Supply Chain team on multiple programs.

- Coordinate risk elimination actions with buyers, logistics, and analysts.
- Audit the capacity and quality of contracted suppliers.
- Compile and disseminate corrective action lists to the appropriate teams.
- Perform audits for new suppliers to assess manufacturing activities and logistics.
- Present evaluation reports from audits to the management team.
- Develop milestones and objectives for projects.
- Outline steps for the standardization of processes.
- Analyze supply chain, bottle necks, slack time, durability, repeatability, and other metrics.
- Work with software developer to create, test, and analyze customized software solutions.
- Prepare necessary technical drawings for production.
- Research new technologies and methods and apply them as needed.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience in Supply Chain or Logistics.
- Familiarity with quality engineering methodologies (e.g. Six Sigma).
- Hands-on experience with pneumatics, vacuum, process and damping technology, materials science.
- Strong knowledge of quality standards, production guidelines, business process, and document management.
- Result oriented, accurate, and open-minded.
- Excellent verbal and written communication in [X] language.
- [X] degree in Logistics, Mechanical Engineering, or relevant fields.

Supply Chain Manager

Job description

We are looking for a capable Supply Chain Manager. You will be in full charge of supporting shared services and the Supply Chain team on multiple programs.

- Collaborate with Sales, Operations, and Customer Service teams to ensure timely product delivery.
- Use metrics (e.g. turns, service levels, DOH, working capital) and implement automated solutions to streamline processes.
- Identify the need for adjustments to Distribution Requirement Plans (DRPs).
- Monitor Stock Keeping Unit (SKU) levels.
- Document step-by-step procedures for the supply planning process.
- Re-engineer best practices to improve productivity and reduce waste.
- Train the appropriate teams for the implementation of best practices.
- Collaborate with finance, sales, and manufacturing team to develop processes and select vendors for new products.
- Communicate best practices with regional and national supply management teams.
- Establish effective feedback loops between each process owner (e.g. vendors, suppliers, packers, and shippers) in the supply chain.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] Number of year(s) of experience as a Supply Chain Manager.
- Hands-on experience with sourcing and procurement.
- Strong skills with logistics computer programs.
- In-depth knowledge of SAP MM, AP Modules, SAP Plant Maintenance.
- Great understanding of Six Sigma methodologies, e-sourcing tools and systems.
- Excellent verbal and written communication in [X] language.
- [X] degree in Supply Chain Management, Finance, or relevant fields.

Sourcing Manager

Job description

We're looking for an experienced Sourcing Manager. You will be in full charge of managing our company's sourcing activities.

- Manage various aspects of high volume sourcing projects within the manufacturing plant.
- Re-negotiating vendor contracts to favor the company.
- Provide management support for facilities.
- Participate on global teams to provide procedural consistency and exchange best practices.
- Develop strong, functional relationships with key suppliers.
- Perform annual analyses to evaluate overall cost savings after implementation of new strategies.
- Write complex documents such as Letters of Authorization (LOA) and Statements of Work (SOW).
- Follow industry professionals and organizations to maintain an awareness of best practices.
- Ensure that all practices are consistent with industry guidelines and regulations.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience as a Sourcing Manager or similar roles.
- Strong record of the ability to handle large contracts in manufacturing.
- Proficiency in applicable sourcing and vendor management software.
- Excellent negotiation and networking skills.
- Excellent verbal and written communication in [X] language.
- APICS or other related certification in Production and Inventory Management.
- [X] degree in Business Administration, Logistics, or relevant fields.

Warehouse Manager

Job description

We are looking for a capable Warehouse Manager. You will be in control of all warehouse operations of several facilities.

- Monitor the shipment, receipt, storage, and distribution of products within the warehouse.
- Implement best practices for warehouses.
- Recruit, select, and provide orientation for new members of the warehouse team.
- Ensure that product orders are fulfilled.
- Maintain the security of the warehouses.
- Keep the warehouse organized, neat, and clean.
- Make sure that each order and merchandise are handled properly.
- Address any performance issues within the warehouse team (e.g. productivity).
- Provide weekly reports to store managers.
- Build long-lasting relationships with clients, suppliers, and vendors.
- Adhere to applicable policies and requirements.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Ability to lift at least [X] pounds.
- [X] year(s) experience in Warehouse management.
- Excellent leadership and communication skills.
- Solid knowledge of advanced security systems and warehouse management software.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration, Logistics, or relevant fields.

Warehouse Supervisor

Job description

We are looking for responsible Warehouse Supervisor. You will ensure the highest quality of the work and maximize productivity.

- Analyze shipment logs to review timeliness of scheduled deliveries.
- Track inventory levels to order new supplies at the right time.
- Constantly work to improve processes.
- Optimize employee workflow (e.g. organize workstations, submit requests for the appropriate supplies) in order to maximize productivity.
- Provide metrics for efficiency analysts.
- Ensure that facility equipment is properly maintained.
- Communicate with warehouse managers to make critical decisions.
- Make decisions about whether to terminate operations during heavy rains, or snow.
- Train new warehouse workers.
- Track expenses related to fuel, storage, and truck maintenance.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Commercial Driver's License and Forklift Operation Certification.
- [X] year(s) experience as a Warehouse Supervisor or relevant roles.
- Ability to work overnight shifts.
- Knowledge of methods for process re-engineering.
- Ability to manage inventory and analyze data.
- Ability to use warehouse software to read and write reports.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration, Logistics, or relevant fields.

Warehouse Worker

Job description

We are looking for an experienced Warehouse Worker. You will make sure that everything is in order according to instructions, guidelines, and regulations.

- Meet delivery trucks to receive shipments.
- Neatly pack merchandise onto delivery trucks to accommodate fragile objects.
- Use electronic system to record shipment arrival and departure times.
- Tag and label merchandise appropriately.
- Use requests to assemble store orders according to specifications.
- Stock items according to size, shape, and type.
- Box, wrap, and pack orders properly to prepare them for shipment.
- Identify spoiled, broken, and defective items.
- Use documentation to complete detailed reports for spoiled or broken items.
- Use forklift to carry heavy items and stack items on high shelves.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Commercial Driver's License and Forklift Operation Certification.
- [X] year(s) experience as a Warehouse Worker.
- Ability to read and write packing labels and special instructions.
- Familiarity with inventory management and logistics software systems.
- Ability to lift at least [X] pounds unassisted.
- Ability to identify shades of red, pink, blue, and green.

Procurement Manager

Job description

We are looking for an experienced Procurement Manager. You will be responsible for purchases of inventory and equipment that are essential to our company's operations.

- Make relationships with vendors in the industry.
- Compare proposals for price and specifications.
- Negotiate with vendors to reduce costs.
- Understand the applicable legal procedures when purchasing overseas products.
- Review contract specifications on behalf of the company.
- Communicate with vendors to ensure that the product arrives in a timely fashion.
- Build lasting relationships with critical suppliers.
- Manage technological systems that track the shipment, inventory and supply of materials.
- Determine ways to build value and decrease waste.
- Get information about changing industry trends.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Ability to collect and analyze data efficiently.
- [X] year(s) experience working as a Procurement Manager or relevant roles.
- Strong acumen for negotiation.
- Familiarity with contracts, invoicing, and negotiation terms.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration, Logistics, or relevant fields.

Purchasing Manager

Job description

We are looking for a thorough Purchasing Manager. You will source the top equipment and services with the best deals and manage our vendors.

- Design and manage sourcing and purchasing strategies.
- Negotiate with vendors to decrease prices for reoccurring, whole sale purchases.
- Implement agreed solutions from cost-effectiveness strategies.
- Review proposals from/interview new vendors.
- Ensure that contract specifications conform to pricing models and fit within the company's best interest.
- Track and analyze company spending trends on a monthly basis.
- Manage the recruitment, hiring and training of the purchasing team.
- Hold weekly meetings to inform the purchasing team of new project specifications.
- Liquidate, sell, and/or recycle inventory that is obsolete.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) of experience in Purchasing Management, or other experience that requires high stakes negotiation.
- Superb communication and negotiation skills.
- Knowledge of methods for budgeting, managing inventory, and vendor management.
- General knowledge of finance.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration, Logistics, or relevant fields.

Maintenance Technician

Job description

We are looking for a responsible Maintenance Technician. You are responsible for preserving the good condition and functionality of our working space and tools.

- Perform regular maintenance on equipment.
- Diagnose problems with malfunctioning equipment.
- Make sure that equipment is functioning according to Safety regulations.
- Detect and repair defective parts and/or materials.
- Do painting, HVAC installations when necessary.
- Complete shift reports to communicate with other technicians.
- Work with other technicians to solve multifaceted problems.
- Complete daily rounds along with check off sheets.
- Manually repair tools as needed.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Experience as a Maintenance Technician.
- An active Driver's License.
- Ability to work alternating shifts (e.g. every other weekend).
- Appropriate Certifications for the equipment in use.
- Great problem solving skills.
- Strong knowledge of maintenance procedures and practices.
- Knowledge of safety requirements for the appropriate equipment.
- High school diploma or equivalents.

Logistics Manager

Job description

We are looking for a seasoned Logistics Manager. You are skilled in various methods of process engineering, process improvement and supply chain management.

- Analyze existing supply chain for inefficiencies and make recommendations.
- Ensure that especially large and/or complex shipments arrive safely.
- Use software systems to track spoilage, loss, shrinkage and damaged inventory.
- Perform annual analysis on performance metrics to identify areas of improvement.
- Train shipping staff about strategies for decreasing waste.
- Review inventory and logistics reports for accuracy.
- Recommend updates to equipment and software that will improve supply flow and delivery time.
- Establish communication between different suppliers, manufacturers, retailers.
- Implement customer requirements for special orders.
- Guarantee compliance with policies and procedures for health and safety.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience in Logistics/Supply Chain Management.
- Excellent leadership and management skills.
- Knowledge of appropriate analytical/statistical/logistics software.
- Ability to analyze Big Data.
- The ability to manage resources.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration, Logistics, or relevant fields.

Janitor

Job description

We are looking for a diligent Janitor. You will facilitate great work happening in our building by keeping all the spaces clean.

- Maintain inventory of cleaning supplies, and submit requests for replacement supplies.
- Dust windows, door frames, shelves, baseboards, books and other stagnant items.
- Wash windows, sweep, mop and buff floors.
- Setup the appropriate signage to warn customers of wet floors and other hazardous situations.
- Sanitize cleaning equipment after each shift.
- Communicate with store owners about broken items and spoiled merchandise identified while cleaning.
- Alert managers in case of damaged properties.
- Open up and lock up the store before/after cleaning.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Ability to handle industrial cleaning equipment and supplies.
- Ability to wash high windows.
- Knowledge of health and safety regulations, including procedures for sanitizing bathrooms.
- High school diploma.

Facilities Manager

Job description

We are looking for an experienced Facilities Manager. You will manage inventory, repairs, employers, and contractors at multiple locations.

- Plan and coordinate all building-related activities like waste disposal, recycling, and others.
- Ensure that security systems are effective for each location.
- Preserve the good condition of facilities and ensure their compliance with health and safety standards.
- Keep track of inventory items and document shrinkage, spoilage and/or a change of location.
- Communicate the need for equipment repairs to the management team.
- Supervise contractors and vendors when the facility is in use.
- Evaluate proposals from vendors to determine whether they meet cost and technical requirements.
- Respond quickly to the emergency need for repairs and other consultations.
- Negotiate opportunities to rent facilities to outside contractors at fixed rates.
- Follow up with contractors to ensure that repairs, or other work has been completed according to the appropriate specifications.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Knowledge of contracting, procurement, and proposal processes.
- Experience with the security and maintenance of large facilities.
- Commercial Driver's License (CDL), and/or other appropriate certifications.
- [X] year(s) experience in facilities management or relevant roles.
- Good analytical thinking and organizational skills.
- Knowledge of appropriate software, equipment and security systems.
- Excellent verbal and written communication in [X] language.
- [X] degree in Facility Management, Engineering, or relevant fields.

Delivery Driver

Job description

We are looking for a responsible Delivery Driver. You will serve our customers in a professional and timely manner.

- Operate the delivery vehicle according to local traffic laws.
- Develop rapport with customers.
- Conduct one's self in a professional manner.
- Manually transport packages from the vehicle into buildings, up flights of stairs, and down long hallways.
- Obtain signatures from package recipients when it is required.
- Report suspicious packages to the shift supervisor.
- Record successful deliveries in the shift report.
- Load truck with scheduled deliveries at the beginning of the shift.
- Unload and log unsuccessful deliveries at the end of each shift.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Commercial Driver's License (CDL) with no traffic violation records.
- Ability to work unsupervised. Good time management skills.
- Ability to carry at least [X] pounds.
- Ability to lift packages and perform of full range of physical motions while carrying heavy loads.
- Ability to operate tractors and forklifts under various circumstances.
- Must be at least 21 years of age at the time of application submission.



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