



## **Logistics Assistant (Final Goods Warehouse)**

**To start work January 2019**

Date: July 9, 2018

Reports to: Logistics Senior Manager

Location: Dalton, GA

Classification: Salary

### **SUMMARY**

The Logistics Assistant – FG W/H is responsible for the coordination of logistics activities by the 3PL, and assists in managing the Logistics Team.

### **RESPONSIBILITIES**

- Day-to-day monitoring of the activities by the 3PL regarding the processing of inventory receipts, storage, cycle counting, kitting, pick & pack, and deliveries for all products and related SAP transactions.
- Day-to-day escalation of essential 3PL operational processes, including but not limited to complaints handling, cycle-count differences, and exceptions handling.
- Take care of the implementation of changes and adjustments in the logistics process in consultation with the director, sales & operations and the 3PL.
- Administrative handling of exceptional transactions such as order cancellations in SAP, monitoring reporting performance of the 3PL through quarterly reporting of the 3PL KPIs.
- Ensure up-to-date work instructions, and up-to-date work methods with the introduction of new products or in case of changed processes, taking into account the standards of quality and quantity.
- Pursue improvement for the inventory and logistics systems by giving updates and suggestions.
- Manage and ensure on-time outbound deliveries to customers using the delivery planning reports overseeing the operational processes.
- Review and approve (within the approval authority) rates and invoices from the 3PL.
- Manage and provide the required export documents and certificates.
- Monthly and annual logistics cost report for warehousing.
- Identify areas for improvement in respect to the logistics process and variable cost.
- Oversee 3PL's employees.
- Negotiate with purchasing and quality teams for poor quality RM.
- Management of warehouse KPI and 3PL KPI.
- Adhere to the policies and procedures of Hanwha Q CELLS.
- Perform other duties and special projects, as assigned by management.



### **REQUIRED QUALIFICATIONS**

- Bachelor's degree in Engineering, Business, Operations Management, or related field
- 3+ years of warehouse management and/or supervisor experience
- Experience in performing physical inventory, reconciling, and receiving and disbursement of assets, overseen by the Operations Manager
- Experience in logistics, managing shipping vendors, and freight forwarders
- Strong knowledge of Warehouse Management System – inputting and identifying locations, implementation of WMS, training, daily monitoring of overrides, and manage system upgrades.
- Able to tolerate a fast-paced work environment in areas that are not climate controlled
- Assertive, able to cope with pressure, a team player

### **PREFERRED QUALIFICATIONS**

- FTZ(Foreign Trade Zone) operations or setup experience
- Experience in high tech manufacturing industry and startups
- Proficiency in Microsoft Excel and SAP
- Demonstrated front-line supervisory, planning, and organization skills
- Strong leadership skills with the ability to get results through mentoring others

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