



Logistics Specialist – Inbound

Date: July 9, 2018

Reports to: Logistics Senior Manager

Location: Dalton, GA

Classification: Salary

SUMMARY

The Logistics Specialist – Inbound is responsible for monitoring all raw material shipments from South Korea and China to Hanwha Q CELLS Dalton, GA plant and also ensuring service and cost are met with the targets as well as defining and implementing improvement projects.

RESPONSIBILITIES:

- Customs clearance and FTZ (Foreign Trade Zone) management.
- Processing all transport orders and daily transport planning with focus on optimization of loads.
- Daily inventory coordination with plants, forwarders and warehousing companies.
- Performance monitoring against shipment plans and cost.
- Support plants with special/express shipments and late notice requests/changes.
- Spot market shipment carrier sourcing and cost negotiation.
- Resolve and monitor any service issues and inform relevant teams if necessary.
- Resolve quality issues and prevent their reoccurrence by working w/ other functioning teams. (i.e. Purchasing, R&D, Suppliers and etc.)
- Capacity planning for short and mid-term by working w/ Purchasing and Operation Planning Team.
- Plan daily container receiving schedule.
- Customs clearance for equipment, spare parts, MRO material, dangerous goods and handling related certificates and other documents.
- Customs clearance for returning poor condition raw material.
- Identify strategies to improve inventory control through cycle counting and production data entry.
- Monitor, identify, and implement improvement opportunities for cost and service
- Support the evaluation and selection of new 3PLs.
- Validate and approve 3PL invoices for payment, and monitor logistics cost development.
- Provide management and oversight regarding raw material inventory control.
- Set procedures for reducing importing cost. (Utilizing Port CY, ODCY, and etc.)
- Managing on-time and in-full service losses if relevant.
- Generate weekly inbound KPI and forecasting reports.
- Monitoring the interface with logistics providers where applicable.
- Maintaining Logistics master-data.
- Monthly and annual operating cost report for inbound logistics.



- Management of required certifications. (if needed, e.g. ISO/OHSAS)
- Revise and establish operational procedures for overall logistics operation. (i.e. SOP)
- Cooperating on audits related to inbound logistics. (if needed)
- FTA origin management. (if needed)
- 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 Business, Logistics, Engineering, or related field
- 5+ years of supply chain operations with logistics experience
- Prior experience in FTZ operations, logistics operations, supply chain management and/or warehousing, 3PL (managing relationships) required
- Proficiency in Microsoft Excel, Word, and Access with strong analytical skills
- Ability to work in cross functional teamwork environment with other areas of the business and providing on-site support as needed
- Strong communication, influencing skills capable of maintaining positive internal and external relationships
- Assertive, able to cope with pressure, a team player

PREFERRED QUALIFICATIONS

- Experience in high-volume and multi-site distribution with a solid understanding of FMS, TMS/EPR systems highly desired
- Strong knowledge of transportation modes including FTL, LTL, Ocean, Air, Small Package is preferred

Hanwha Q CELLS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.