



## **Logistics Specialist – Shipping**

**To start work January 2019**

Date: July 9, 2018

Reports to: Logistics Senior Manager

Location: Dalton, GA

Classification: Salary

### **SUMMARY**

The Logistics Specialist – Shipping is responsible for supervising the shipping operations and personnel in order to achieve excellence in executing and controlling assigned shipping and shuttle trucking. This position will also ensure compliance with Standard Operating Procedures (SOP's) and manage 3PLs.

### **RESPONSIBILITIES**

- Analyze operations on a continuing basis and make necessary improvements to ensure operating efficiencies across all functions.
- Oversee the preparation and execution of the daily load plans and shipping schedule in coordination with the planning department.
- Direct the efforts of the shipping team, effectively communicate workload requirements and expectations, and keep the team abreast of status.
- Ensure good housekeeping practices, safety rules, and customer requirements are followed by all personnel.
- Prepare weekly and monthly reports.
- Support and work closely with human resources and safety to plan, develop and implement facility policies and goals.
- Oversee the dispatching and scheduling of local shipments.
- Direct workforce to achieve gains in productivity and cost effectiveness while retaining good labor relations.
- Communicate with employees and other managers on issues that affect PCA's quality or service levels to customers.
- Notify production and customer service of all shorted orders and overruns.
- Ensure that physical inventory counts and all the other inventory control functions are properly completed. This includes cycle counting when initiated by the Controller.
- Recommend equipment requirements and replacements to management in order to upgrade and maintain productivity and efficiency. Also, communicate with the Equipment Manager regarding repair and maintenance needs.
- Ensure shipping documentation is complete and accurate.
- Check and manage logistics procedures, human resources and outsourcing.



- Check shipment schedules for FG.
- Respond to emergencies and/or provide solutions for issues.
- Adhere to the policies and procedures of Hanwha Q CELLS.
- Perform other duties and special projects, as assigned by management.

#### **REQUIRED QUALIFICATIONS**

- A bachelor's degree in related field
- 5+ years of supply chain management and/or manufacturing experience in a supervisory role
- Proficiency in Microsoft Office and other applications
- Assertive, able to cope with pressure, a team player

#### **PREFERRED QUALIFICATIONS**

- Proficiency in SAP
- Strong knowledge of DOT
- Experience in high tech manufacturing industry and startups

*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.*