

**JOB DESCRIPTION**

**LOGISTIC MANAGER**

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| DEPARTMENT: Logistic/WarehouseSUPERVISOR: Managing Director of VietnamJOB CODE: APPROVED BY: Kenneth Teng | DATE: Jun 20, 2022 |

**JOB SUMMARY:**

Manage Inventory Management in the warehouse and supervision of the third-party logistics provider to ensure both import and export delivery on time compliance with company guidelines and regulations. You’ll need to understand how international trade works, how to manage risk, and how to find the best solutions for each import/export task and expected to be able to navigate complex regulations and procedures. Adhere to all policies/procedures in compliance with Vietnam Customs rules and regulations.

**ESSENTIAL FUNCTIONS** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

* Negotiating with authorities/ custom broker to resolve customs issues related to shipping delays and fines
* Communicating with customers to ensure they understand the import/export process and are aware of any government regulations or restrictions
* Reviewing contracts to ensure they meet legal requirements, such as including all relevant information on tariffs, duties, taxes, and fees
* Communicating with carrier companies to ensure that all shipping requirements are met, including documentation requirements such as bills of lading or packing lists
* Assist in selecting carriers and negotiating contracts and rates.
* Manage the third-party logistics provider and custom broker.
* Planning and monitoring inbound and outgoing deliveries.
* Ensuring all operations adhere to laws, guidelines, and ISO requirements.
* Manage the receipt, storage, and distribution of warehouse goods and inventory control
* Supervising an organizing logistics, process shipments and warehouse activities to support production materials delivery on time.
* Evaluating budgets and expenditures.
* Perform metrics reporting and data analysis tasks to identify issues and opportunities for process improvements
* Performing other tasks required by immediate supervisor/ General Director.

**OTHERS FUNCTION**

* Attends meetings as needed to support organization activity.
* Interfaces with customers as required.
* Performs other duties, as assigned, to achieve corporate and departmental objectives.

**MINIMUM QUALIFICATIONS**

* Bachelor’s Degree or equivalent.
* Minimum 7 years of Import/Export Manager and managing Logiistic activities in a manufacturing environment.
* Good skills in Microsoft Office including Excel, PowerPoint, Word
* Must possess leadership, motivational and logical thinking skills. Also must be able effectively communicate through oral and written English. Problem solving skills and creative thinking are required.
* Must be a strong team player to support team goals and objectives