

245 Log Canoe Circle
Stevensville, Maryland 21666

T 410.604.3142
F 410.604.3209

www.sauerusa.com

Logistics Manager

An innovative, expanding, international company rooted in the **Annapolis / Kent Island** area of **Maryland** is looking for a talented, experienced professional for their **Logistics Manager** opening. As a customer centric, family-oriented organization, we focus on career minded individuals searching for their once in a lifetime opportunity to join our winning team! This position will report directly to the **Supply Chain Manager**.

Logistics Manager Duties and Responsibilities:

- Supervises the movement, distribution and inventory of equipment and materials
- Assists in the decision-making process of inventory levels, stock items, delivery times and efficiencies
- Verifies and keeps records of incoming and outgoing shipments
- Assists with warehouse flow, function, and arrangement
- Maintains metrics and analyzes data to assess performance and implement improvements
- Unpacks, examines, and routes incoming shipments, rejects damaged items, records shortages, and corresponds with the Quality Manager to rectify issues
- Executes required export/import certificates and documentation, follows necessary export regulations, and ensures timely delivery of international freight
- Coaches Logistics Team to meet cost, productivity, accuracy, and timeliness targets
- Develops innovative methods by utilizing software programs and equipment including developing reports and rectifying discrepancies within the systems to complete Logistics tasks more effectively
- Communicates with manufacturers, carriers and suppliers and negotiates cost savings on freight shipment rates, contracts, and materials
- Performs other duties as assigned

Expectations:

- Strong leadership and communications skills.
- Ability to multi-task, set priorities and meet strict deadlines.
- Excellent computer skills. Candidates who have experience working with Microsoft Office, Sage 100 ERP, Power Pick Global Inventory Management and Scanco software are strongly desired

Education and Experience:

- High School Diploma or GED required
- 3 years of relevant logistics and inventory experience; experience managing a team preferred

Benefits & Compensation:

- Salary commensurate with experience
- Full medical & dental benefits, paid vacation & holidays, 401K, plus performance bonus
- Growth opportunities are available