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# Example of Logistics Leader Job Description

Our company is growing rapidly and is looking to fill the role of logistics leader. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for logistics leader

* Optimizes people performance and development through mentoring, coaching, training, recognition, creation of progression plans, appraisals/reviews, discipline, documentation, follow-up, and providing developmental opportunities
* To meet the targets on delivering on time and in perfect condition in order to achieve customer satisfaction through an efficient operations process at optimum cost
* To ensure that the station meet and exceed the HSE regulations
* Manage a team of New Jersey based employees (Shipment Execution Coordinators /SEC’s) responsible for the execution of clinical trial shipment orders and associated site-facing services including, but not limited to, temperature deviation assessments, reverse logistics and investigator site query handling
* Responsible for the development and performance management of all direct reports
* Point interface with Shipment Execution Team Lead (SETL) roles to manage and evolve the SETL/SEC interface
* As a member of the R&D Logistics leadership team, contribute to the development of operational strategy, systems development and continuous improvement programs
* Responsible for compliance of all activities with standard operating procedures, GMP, GDP, company valuation policies and all relevant national and international regulation
* Responsible for oversight of freight spend in accordance with established preferred provider relationships and functional procedures
* Collaborate with Logistics colleagues in the development and implementation of a suite of tools and metrics for the global R&D Logistics organization to manage operational activities, enable performance monitoring and to drive continuous improvement

## Qualifications for logistics leader

* Experience working integration with multiple internal entities such as Program Offices, Import/Export Control, Production Control, ESH, Shipping, Contracts, Global Sustainment, Accounting, Procurement, and Corporate Global Supply Chain Operations and myriad external entities (freight forwarders, customs brokers, carriers, 3PLs, and local transportation providers)
* In depth knowledge of licensable shipments (ITAR/EAR), relevant Competent Authorities, and their controlling agencies (Department of State, Department of Commerce, Department of Homeland Security, ) mandatory
* Must work well with other groups to help develop improvement programs
* Should be able to work well with cross functional groups
* 3-5 years of Project Management experience and/or certification is a plus
* IPG business knowledge preferred