

## International Logistics Manager – Job #2678

Boston based sourcing office for an international technology consulting and systems integration company is seeking an individual who is comfortable in dual roles as an export authority and hands-on implementer.

### **Objective:**

To execute company policy in a team environment drive strategic direction of all supply chain activities related to the Boston office. Coordinate activities and maintain records of incoming and outgoing shipments for all client companies overseas from the United States and other global origin points. Manage and drive the preparation of high tech material for international shipments by performing the following duties personally or as a team member.

### **Responsibilities include:**

- Determining the best method of transportation according to shipment specifications, customer requirements and project parameters.
- Overseeing import process, including classification determination, and driving operational activities to ensure accuracy, completeness, and condition of delivered shipments.
- Continuously improving the Export Processes with particular focus on cycle time and cost reduction opportunities.
- Determining domestic shipment routing and legal load limits according to state and federal laws.
- Directing management of operational logistics personnel of both outsourced and company employees.
- Continuously monitoring government and industry developments (e.g. security, customs compliance, HTS changes, etc) and maintaining current information on all import and export regulations. Providing basic awareness training for organization.
- Compiling and maintaining shipping records of all incoming and outgoing shipments where HSB is US PPI.
- Performing required transactions in ERP system to support the logistics portion of the business.
- Preparing and generating documents required for shipments including commercial invoice, country of origin, SLI's, certificates of conformity, bills of lading or any other required documentation for shipment.
- Studying, writing and standardizing procedures to document and improve efficiency of logistics team.
- Preparing composite reports from ERP system for the analysis of organizational and service provider performance.
- Performing special tasks and duties assigned by head office top management.
- Contract, agreement and rate negotiation with freight forwarders, carriers and logistics service suppliers.
- Budget responsibility for transportation and logistics expenses. Review and approval of service provider billing.

### **Education and Experience required:**

- Bachelor's degree (B.A.) from four-year college or university
- Five to eight years related experience

**Location:** Boston, MA

**Salary:** \$70,000 - \$80,000

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