



## LOGISTICS MANAGER

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### OPPORTUNITY

[Shoes That Fit](#), an award-winning and highly respected national nonprofit dedicated to providing brand new athletic shoes to children in need, is seeking a forward-looking logistics professional with strong leadership skills to join our team as our Logistics Manager. Shoes That Fit has an ambitious goal of helping 500,000 children in need annually throughout the United States. This role is ideal for someone who enjoys the challenge of expanding and improving logistics operations to meet an ambitious goal.

### JOB SUMMARY

The Logistics Manager manages all aspects of warehouse operations; forecasts demands and places orders for shoes and other items; and oversees the performance of 3PL providers. The position assists the Vice President of Supply Chain with all strategic and leadership responsibilities as requested, including the development and implementation of a Logistics Strategic Plan.

### TYPICAL DUTIES AND RESPONSIBILITIES

#### 1. Local Warehouse and Program Support (80%)

- Manage the warehouse operations to ensure that orders for shoes and other items from schools and other nonprofit organizations are fulfilled in an accurate and timely manner.
- Manage, coaches, and develops the warehouse team.
- Create and maintain operational forecasts and demand plans to secure optimal in-stock levels; make recommendations for shoe purchases; prepare orders for shoes and other items.
- Analyze workflow processes; develops and implements procedures to improve efficiency and effectiveness of warehouse operations.
- Ensure that the inventory records are accurate; oversee periodic inventory counts.
- Oversee operation of all Shoes That Fit shoe banks maintained by schools or other nonprofit organizations.
- Ensure adherence to health, safety, and environmental regulations within the warehouse operations, fostering a culture of safety and accountability.
- Help create, monitor and report on key performance indicators (KPIs) related to the warehouse operation.
- Identify and implement transportation providers for shipping orders; obtain quotes

for shipping and negotiate contract terms as needed.

- Work closely with the Shoes That Fit program team by meeting with them regularly to provide updates on order management (i.e., shipping updates, exception management, etc.) and to align on upcoming events, special needs, unexpected capacity needs, etc.

## **2. 3PL Management (10%)**

- Serve as the key operations contact for 3PL management; ensure work is done accurately and on time; lead regularly scheduled meetings with the 3pl team to stay updated on order progress and other requirements.
- Conduct mid to short term capacity planning with the 3pl management.
- Align with 3PL management on KPIs and KPI tracking. Create appropriate forum for discussing KPI results with 'next level up' of 3pl and STF management.
- Work with LTL and package carriers to ensure service and cost are in line with expectations.

## **3. Project management (10%)**

- Contribute to the development and implementation of a strategic road map for distribution and transportation.
- Contribute, implement and help lead information technology projects related to the supply chain and warehouse.

## **QUALIFICATIONS**

- Five years of progressively responsible experience in warehouse management, including at least two years of supervisory experience.
- Bachelor's degree from four-year college or university or equivalent combination of education and experience.
- Experience with Order Management Systems (OMS) and Warehouse Management Systems (WMS). Experience with OMS/WMS implementations or upgrades is a plus.
- Attention to detail, organizational skills and flexibility in managing multiple tasks.
- Team player willing to work in a variety of capacities to further the organization's mission.
- Optimistic and proactive approach to work.
- Ability to represent organization in a professional and friendly manner.
- Ability to operate electric pallet jack and complete training and certification as required.
- Ability to operate forklift and complete training and certification as required.
- Sense of humor and concern for children, required!

## HOW TO APPLY

Submit a cover letter indicating your interest in and qualifications for the position, along with your resume, through Indeed.com OR via email to Linda Matthews, Director of Administration, Shoes That Fit, at [jobs@shoesthatfit.org](mailto:jobs@shoesthatfit.org).

## SALARY AND BENEFITS:

Job Type: Full-time, exempt

Salary Range: \$70,000 – \$80,000 per year commensurate with experience

Competitive health, vision and dental; generous 403(b) retirement contribution plan with company match after one year; Employee Assistance Program; holidays, vacation and sick time.

*Shoes That Fit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*