



## Logistics Manager

For more than 20 years, Pacific Nutritional Foods, Inc. (PNF) has focused intensively and exclusively on one main philosophy: *We place the highest priority on meeting and exceeding customers' expectations. At PNF, we aim to promote a healthy and nutritious diet to be enjoyed by our customers, while ensuring the safety of food products we supply.*

We are one of the few companies in the world that manufactures long shelf life tofu products.

From the point of view of the expanding health food market and securing of food resources, now more than ever, soy is gaining the attention as a meat alternative.

Our goal is to provide quality products, meet demands, and exceed our customers' expectations all over the world so that consumers can enjoy our soy products.

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PNF is seeking a Logistics Manager.

This position manages the warehousing and product shipping areas at Pacific Nutritional Foods, Inc. (PNF). Also works with the Production Manager, QA Manager and Purchasing Specialist to determine production schedule and supply needs taking in consideration sales figures from Morinaga Nutritional Foods (MNF).

### **Essential Functions**

- Coordinate with other departments to meet supply demands from sales at MNF. This will include items such as working with Production to plan their production schedule, QA on hold times/spaces, etc.
- Manage the logistics and warehouse departments, including project planning, budgeting, staffing, setting group and individual objectives, training (safety, job-related, etc.), conducting performance reviews and providing regular feedback, mentoring & providing career guidance, and ensuring policies & procedures are being followed.
- Oversee warehouses monitor inventory of finished products and raw materials.
- Ensure timely transportation of finished products to customers in most effective manner.
- Create and prepare reports on a monthly or as-needed basis.
- Substitute for direct reports as needed including driving truck and/or forklift, and administrative tasks related to receiving and shipping.
- Conduct monthly inventory count accurately (Theoretical inventory vs. Actual inventory)
- Working with MNF logistics team, improve the inventory management system.

- Establish a traceability system for our products with MNF logistics team. This requires thorough and detailed understanding of the logistics operations specific to PNF.
- Lead a project to establish and implement a new system that automates much of the tasks currently performed manually and improves the efficiency of PNF and MNF logistics operations.
- Create and maintain detailed SOPs documenting each task within the department.
- Organize the Logistics record with Document Control Specialist and provide requested information at all relevant audits in a timely manner.
- Regular and predictable attendance is an essential function of the job.

### **Requirements**

- Associates degree in related field and five (5) years' experience in Logistics, or any equivalent combination of education and experience. Food Manufacturing industry experience preferred.
- Thorough understanding of Logistics best practices.
- Ability to multi-task with attention to detail.
- Fluent in both English and Japanese preferred.
- Ability to effectively present information one-on-one and in groups.
- Requires strong interpersonal and communication skills (verbal and written) as well as good time management and organization.
- Professional ethics, tact and courtesy in dealing with people required.
- Must be able to establish and maintain an excellent team atmosphere.
- Extensive knowledge of computer applications such as Excel, Word and Outlook. HTML knowledge preferred.
- Excellent understanding of efficient material flow and best practice.
- Must be able to read, write, and speak English at a level sufficient to effectively communicate with other employees, understand and communicate safety and operational matters, and understand HACCP and SQF requirements applicable to PNF.
- Maintain a positive work atmosphere by acting and communicating in a manner which facilitates positive working relationships with customers, vendors, co-workers and management.
- High level of confidentiality and discretion.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job classification. The statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of employees so classified. All employees may be required to perform duties outside of their normal responsibilities, as needed.

### **Work Environment**

Most job duties will be performed in the Maintenance Department and Production areas. Heavy equipment and moving parts are present in these locations. Potential hazards involving this job are:

1. Risk of electrical shock.
2. Exposure to toxic and caustic chemicals.
3. Fumes and other airborne particles.

### **Physical Demands**

The following physical demands are representative of what is required by an employee to successfully perform the essential functions of the job during a typical workday. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Refer to following.

#### **PHYSICAL ACTIVITIES**

- \* Reaching above shoulder level – Occasionally (0-33%)
- \* Stooping - Occasionally (0-33%)
- \* Working in kneeling position - Occasionally (0-33%)
- \* Crawling - Occasionally (0-33%)
- \* Climbing stairs - Occasionally (0-33%)
- \* Climbing ladders - Occasionally (0-33%)
- \* Climbing inclines - Occasionally (0-33%)
- \* Climbing while carrying objects - Occasionally (0-33%)
- \* Standing - Occasionally (0-33%)
- \* Walking - Occasionally (0-33%)
- \* Sitting – Frequently (34-66%)
- \* Pushing or pulling - Occasionally (0-33%)
- \* Twisting - Occasionally (0-33%)
- \* Bending - Occasionally (0-33%)

#### **LIFTING ACTIVITIES**

- \* Interrupted lifting: <1 hour/day, up to 12 pounds

#### **MISCELLANEOUS ACTIVITIES**

- \* Drive a car between office and warehouse
- \* May drive forklift
- \* May drive truck
- \* Working near hazardous equipment

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Pacific Nutritional Foods is an equal opportunity employer. A pre-employment background check and drug screen are required.

PNF offers competitive benefits and salary and offers subsidized medical, vision & dental coverage. Benefits begin on the first day of the month following 60 days of employment.