



Warehouse/Logistics Manager

Reports to the Director of Operations/CAO, this position is responsible for planning, designing, and directing all aspects of Samaritan's Feet logistics and warehouse operations to support SF annual goals and strategic initiatives. Direct coordination with Program Management and Community Engagement Teams.

Duties and Responsibility Summary

- Design and implement all processes and procedures for the operations of SF logistics programs domestically and globally. Develop and maintain a standard operating procedures resource for review and periodical revision.
- Develop, maintain, and report/publish plans and detailed logistics and warehouse operations schedules incorporating strategic initiatives and asset and resource requirements. Strategic initiatives include, but are not limited to, shoe distributions, both domestic and international and volunteer effort support on and off-campus.
 - Develops annual budget plan/projection for the logistics and warehouse operations as part of SF annual plan.
 - Publishes a rolling three-month projection/plan, updated weekly, highlighting changes and shortfalls/additional requirements to meet SF needs.
 - Publish status report on all planned shipments each week, including warehouse operations timing, shipping, and in-transit status.
- Develop and manage logistics strategies and relationships with freight vendors to minimize operational costs while meeting strategic objectives.
- Direct all warehouse operations within the Samaritan's Feet network.
 - Directs inbound and outbound operations of SFI assets and supporting supplies.
 - Responsible for Inventory Control and reporting. Ensures inventory records are accurate through periodic cycle counting. This includes both shoe and supply inventories.
 - Maintains and publishes priorities of work on a daily, weekly, and monthly basis consistent with operational plans.
 - Responsible for workforce level development and maintenance by established plans and objectives.
 - Volunteer Engagement- Develop on-campus/ offsite event plans and support in coordination with Volunteer Services.
 - Coordinate with Facility Management.
- Responsible for any and all other duties as assigned.

Qualifications/Skills Required

- 3-5 years of warehouse/logistics experience
- Shipping/Receiving - experience packing of container loads
- CDL requested
- Experience with OSHA requirements, OSHA certified a plus
- Inventory Management
- Forklift certified