



POSITION DESCRIPTION

Position Title: Logistics Manager

Work Location: Nisku, Alberta

Department: Operations

Title of manager this position reports to: Chief Operating Officer

Work Days / Hours: Formal office hours: 8:00-4:30 M-F. In the role of Logistics Manager, you are expected to be available based on the needs of the business to the extent necessary to efficiently perform your responsibilities.

Purpose of Role:

The Logistics Manager provides effective, hands-on leadership to the organization, ensuring that logistics strategies driving optimized execution are achieved, while managing internal and external relationships. Emphasis on rail and trucking logistics.

CORE RESPONSIBILITIES

- Develop and lead the logistics strategies throughout the organization. This includes, but is not limited to:
 - formulating railcar and truck loading schedules
 - monitoring inventory levels and ensuring product are available to meet customer demand,
 - tracing railcar and truck fleet to ensure fluidity of the fleet.
 - optimizing transportation asset planning and management
- Develop new concepts and initiatives to improve performance to ensure continuous improvements and cost reductions.
- Plan, develop, organize, direct, manage and evaluate the operations and budget of a logistics function.
- Address activities in customer service, dispatch, warehousing, inventory, transportation, materials handling, and strategic planning.
- Develop and monitor the planning, organizing and execution of logistics support activities.
- Direct and manage corporate governance, safety and transportation regulatory compliance.
- Identify and manage risk within the logistics activities.
- Establish key performance indicators, monitor ongoing performance, and improve performance against set goals.
- Perform system life-cycle cost analysis.

REQUIRED QUALIFICATIONS, WORK EXPERIENCE, SKILLS

- Certified Logistics Professional.
- 10+ years of relevant experience in transportation/logistics and operations.
- Demonstrated knowledge of the transportation industry. Railroad experience is essential.
- Must have outstanding verbal and written skills.
- Must be able to foster an environment of teamwork and cooperation.
- Experience with the execution and management of multi-location operations.

PHYSICAL REQUIREMENTS / WORK CONDITIONS

- Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds.
- Occasional exposure to diverse weather conditions such as wind, heat, cold, snow and rain.
- Frequent travel.

This position description in no way states or implies that these are the only core responsibilities to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor. All safety sensitive positions will require pre-employment and drug and alcohol screening.