



Position Description

Position Title: Logistics Associate

Job Location: Columbus, OH

Category: Hourly/Salary

EEOC Classification: [HR use – 1 thru 9 codes]

FLSA Classification: Nonexempt

Department: Global Sourcing

Salary Grade/Level/Family/Range: [HR use - Insert applicable information.]

Reports to: Logistics Manager

Date: August 28, 2017

JOB DESCRIPTION

Summary/Objective

To process international shipments which includes overseeing clearance documentation; HTSUS classifications; payment arrangements of vendors; verifying booking details and confirm receipt of correct items. Assist with the managing of inbound containers and the importation and coordination of all FCL/LCL air shipments and the ability to consolidate FCL loads.

Record keeping is a key component of the Logistics Associate's job. They must scan or enter all shipments into a computer system, calculate freight to ensure cost are correct, maintain written and electric (ACE) records as required by federal and state regulations. Must be familiar with state and federal regulations CBP; CFR; HTSUS; BIS; USITC; FTC; IMO just to mention a few. Assist with all logistic functions as deemed necessary.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Review shipment bookings and ensure quantity is correct
 - Trace, track and maintain shipment files – managing inbound containers
 - Maintain contact with vendors to ensure timely delivery of goods to DC
 - Interact with third party logistics service providers
 - Audit freight cost and documentation



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- Ensure accuracy of all documentation
- Maintain communication throughout the Supply Chain, both US and overseas
- Review freight bills for accuracy and approval
- Ensure all import documentation is received and accurate
- Ensure all payments are processed on time
- Organize files both manually and electronically
- Additional functions to include:
 - Maintaining WIP report per division
 - Maintain separate report for VP of Sourcing & Logistics Mgr.
 - Receive and distribute import docs
 - Maintain shipment files both manual and electronic as per CBP regulations
 - Check bookings for accuracy against PO and worksheets
 - Perform all additional functions defined by management

Competencies

1. Excellent communication skills
2. Strong Microsoft Office skills
3. Requires significant attention to details and sense of urgency.
4. Interpersonal skills the ability to work with those from other cultures & countries
5. Strong computer skills
6. Outstanding organization skills and coordination abilities
7. Ability to work with little supervision and track multiple processes
8. Reliability – The ability to be at work timely / good attendance

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.



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While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds and occasionally lift and move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Travel

None required for this position.

Required Education and Experience

1. High school diploma or equivalent.
2. 3+ years of experience required.
3. AS degree required or equivalent.

Preferred Education and Experience

1. BS degree preferred or equivalent.

Additional Eligibility Qualifications

None required for this position.

Work Authorization/Security Clearance (if applicable)

None required for this position.



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EEO/ AAP/ Social Responsibility Statement

The Company is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age or any other characteristic protected by applicable state, federal or local law. Further, the company takes affirmative action to ensure that applicants are employed and employees are treated during employment without regard to any of these characteristics. Discrimination of any type will not be tolerated.

The company is committed to ensuring our products are produced in safe, humane, legal and fair working conditions. We are proud that both Top of the World and J America are part of a very select group of Participating Company affiliates with the Fair Labor Association (FLA), a nonprofit organization dedicated to protecting worker's rights and improving working conditions in factories worldwide. Our Corporate Social Responsibility (CSR) mission is to conduct business in an ethical manner, to promote and protect worker's rights worldwide and to help improve working conditions by partnering with our global supply chain. We require our suppliers to conduct business with the highest of standards and ethics, while respecting human rights and complying with local laws, by committing to our Workplace Code of Conduct and submitting to third party audits of their facilities. In partnership with our global supply chain, we continue to work towards creating positive change for apparel workers worldwide.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____



Position Description

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Print Name _____

Employee _____ **Signature** _____

Date _____

Disclaimer: Although J America LLC and Top of the World LLC has attempted to accurately and thoroughly describe this position, J America LLC and Top of the World LLC reserves the right to change, including to change, add to, or subtract from the duties outlined, within the sole discretion of J America LLC and Top of the World LLC, at any time, with or without advance notice. J America LLC and Top of the World LLC is an Equal Opportunity Employer.

To Apply Email your resume to

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