



Position Description

Position Title: Logistics Assistant

Job Location: Columbus, OH

Category: Hourly

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

FLSA Classification: Nonexempt

Department: JAGS-US Logistics

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

Reports to: Logistics Manager

Date: August 31, 2017

JOB DESCRIPTION

Summary/Objective

Data Entry and WIP completion ALL Divisions, data entry all divisions quarterly reports. Compile other reports as deemed necessary. Maintain shipment files on designated divisions, both manual and electronic. Check bookings for accuracy against PO's and worksheets (receive and verify the accuracy of bookings). Must be a detailed oriented person. Provide administrative support to management. Perform all additional office related functions defined by management. Maintain accurate filing of shipment files both manual and electronic.

Essential Functions

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

- Enter booking details on WIP after departure
- Enter PO detail on quarterly reports once complete
- Report set up and data entry for management to complete
- Match PO against booking detail to ensure all is being shipped
- Prepare and maintain booking files (manual and electronic per CBP regulations)
- File upkeep of shipment files (manual and electronic per CBP regulations)
- Assist Management in Office applications



Position Description

Competencies

1. Require strong communication skills and literacy 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. Reliability – The ability to be at work timely / good attendance
7. Outstanding organizational skills and coordination abilities

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 scanners.

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.

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 Education and Experience

1. High school diploma or equivalent
2. 3+ years work experience



Position Description

Preferred Education and Experience

1. Associates Degree or equivalent
2. 3-5 years work experience in related field

Additional Eligibility Qualifications

All office applications

Work Authorization/Security Clearance (if applicable) None

None required for this position

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.



Position Description

Signatures

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

Manager _____

HR _____

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

Cmorgan@VettaBrands.com