



Position: Inventory/Logistics Manager

The Role:

Nellie's Clean Inc. is seeking an Inventory Manager/Logistics Manager to support the growth of our business. Primarily responsible for the on-hand inventory at 4 warehouse facilities, raw material inventory at our supplier locations and weekly movement of goods. The Inventory Manager/Logistics Manager will work in close relations with the Sale Team and Supply Chain Manager to ensure minimum stock levels are achieved, daily shipments are moved, and tracking information provided.

Key Responsibilities:

- Understanding of inventory management
- Assist with physical inventory counts.
- Establish inventory control environment.
- Manage warehouse operating systems.
- Develop and prepare weekly inventory reports.
- Fulfill orders within lead time requirements.
- Maintain life cycle and report aged inventory and determine mark down procedures.
- Maintain raw material inventory.
- Perform other assignments or duties appropriate to the overall responsibility of the position
- Recommend optimal transportation modes and routing
- Create policies or procedures for logistics activities
- Select carriers/brokers and negotiate contracts and rates
- Monitor inbound and outgoing deliveries
- Communicate efficiently and clearly with 3PL on departure and arrival times of product
- Evaluate budgets and expenditures – minimize freight costs & approve invoices
- Create custom documents (USMA Certificate, Commercial Invoice, Packing Slip)
- Manage distribution of incoming goods to the 4 warehouses

- Knowledge of HS Codes and it's classifications

Job Requirements:

- Three to five years of related work experience
- Highly Proficient in Excel
- Ability to organize/prioritize workload
- Attention to detail and accuracy is critical
- Base knowledge of ERP system
- Solid understanding of logistics and inventory management software
- In-depth knowledge of the consumer goods industry
- The ability to deliver results in a challenging environment
- Strong communication skills