

## **JOB DESCRIPTION**

### **Assistant Manager – Logistics Control**

---

**Department:** Logistic Control  
**FLSA Status:** Exempt

**Job Status:** Full-Time  
**Reports to:** Division Head, TPS

**Date:** May 3, 2022

#### **POSITION SUMMARY**

This position is responsible for providing necessary leadership and training to the Logistics control group including Assistant Staff. Position will interpret company policies and enforce company rules, monitor budgets and meet company targets while maintaining safe layouts and Customer demand by continuous improvement activities and following TPS principles.

#### **ESSENTIAL DUTIES and RESPONSIBILITIES**

- Will supervise Logistics Control Assistant Staff at Morristown and Kodak plant.
- Responsible for training Group Leaders, Team Leaders, and Assistant Staff in all duties.
- Support and develop annual operating plan for department to support company operation planning cycle, including capital and expense budget requirements and be accountable to operating plan and financial commitments.
- Must be able to successfully lead and function within a team environment and be able to identify and promote changes for improvement activities through team leading and organization.
- Monitors performance and provides feed back semi-annually.
- Support company policies and procedures as defined in handbook and administer fairly and consistently.
- Develops standardized work patterns and writes work instructions as necessary.
- Must ensure compliance with the Toyota Production System procedures and train and develop PLC members on proper procedures.
- Facilitate good communications with the LC, PDG and MFG members for establishing expectations and problem resolutions.
- Oversees all planning activities to include Kanban cycles and ensures no stock outs on production lines and prevents Customer short ships.
- Acts as first contact for shipping issues.
- Monitors production output, actual to schedule, and compensates where necessary.
- Monitors budget and records expenses for KPI while pursuing cost objectives.
- Coordinates inbound and outbound traffic and maintains required documentation
- Monitors KPM and on time delivery as supplier performance and ensures no discrepancies.
- Maintains Toyota software and LIOS functions for truck schedule and window time.
- Must be able to coordinate multiple tasks in a fast-paced environment.
- Receptive of training and performing functions in multiple areas.
- Must be able to successfully lead and function within a team environment and be able to identify and promote changes for improvement activities through team leading and organization.
- Maintain a clean, organized and safe work environment; responsible for proper waste disposal.
- Must assist to develop and adhere to yearly department goals and detailed plans.
- Responsible for implementation and follow up of countermeasure activities related to customer and/or department issues.
- Must be willing to travel to customers, suppliers, etc. as needed.
- Participate in a teamwork atmosphere and contribute to various continuous improvement projects and processes.
- Lead improvements activities for quality, delivery, cost and safety objectives and will support continuous improvement through Kaizen.
- Responsible for identifying needs and training and development for department team members.
- Responsible for maintaining production efficiencies and team measureables through lean manufacturing principles, human resources planning, and flexibility.
- Help develop and improve skill level of all associates, specifically direct reports.
- Maintain safety and address concerns immediately.
- Must ensure that all safety procedures and practices are implemented and followed.

- Responsible for proper waste disposal and any and all other activities associated with the Environmental Management System.
- Responsible for covering absences as necessary.
- Must complete all necessary production reporting and required paperwork.
- Recognize and define problems, collect data, and develop conclusions.
- Communicate effectively with others using both oral and written communication skills.
- \*\*This position will be predominantly assigned to the indicated shift, but must be able to work any shift and overtime as needed.
- Other duties as required.

### **POSITION QUALIFICATIONS**

- Must have supervisory knowledge in a manufacturing environment, preferably in Logistic control in an automotive industry.
- Must display leadership ability, able to influence others to perform their jobs effectively and to be responsible for making decisions.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability with good positive attitude.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information. Must have general understanding of highly sophisticated equipment and software. General understanding of mechanical blueprints is preferred. Must be able to manipulate and analyze various forms of mathematical information and data.
- Must have understanding of quality assurance system.
- Must have general understanding of production control in mass-production manufacturing.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem. Must have solid problem solving skills using a variety of statistical and root cause tools.
- Experience with lean production concepts and tools.
- Positive attitude to support company policies and must be able to create and maintain a high-morale environment.
- Must be able to adapt to change in the workplace and demonstrate flexibility with new ideas and different environments.
- Must be able to train others.
- Accurate - Ability to perform work accurately and thoroughly.
- Autonomy - Ability to work independently with minimal supervision.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Presentation Skills - Ability to effectively present information publicly.
- Problem Solving - Ability to find a solution for or to deal pro-actively with work-related problems.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Able to perform multiple tasks and prioritize duties as required.
- Must possess the ability to problem solve and troubleshoot and or use proven troubleshooting methods.
- Ability to calculate figures and amounts using whole numbers and decimals.
- Must be able to use mathematic principles in solving business equations.
- Ability to read and follow work instructions, procedures and policies.
- Work on layout and space by electronic and visual methods.

### **EDUCATION**

High School Diploma or GED required. Experience in high volume manufacturing in the automotive industry preferred. This job requires a high degree of organization and multi-task abilities.

### **EXPERIENCE**

Must have prior experience in high volume manufacturing, preferably in the automotive industry. Must

have a working knowledge of Logistic Control. Three (3) plus years in supervision strongly preferred. Knowledge of shipping and receiving operations preferred.

### **SUPERVISORY RESPONSIBILITIES**

This job will focus upon the direction of work activities and will be responsible for direct management/ supervisory duties affecting hourly and salary associates.

### **COMPUTER SKILLS**

Ability to operate computerized equipment is required. Proven 10-key skills. Must be proficient in Excel, Word, Visio and Powerpoint. Knowledge of bar coding, barcode software, and equipment is highly preferred. In addition, must have working knowledge of PC applications and perform data entry. Will be required to attend training as necessary.

### **CERTIFICATES & LICENSES**

Certificates or diplomas from an accredited college or skill center highly desired. Must be able to safely operate motorized equipment.

### **OTHER REQUIREMENTS**

Solid work history and willingness to successfully function in a team environment.

### **WORK ENVIRONMENT**

This position is required to work in an office environment inside of a manufacturing facility with frequent exposure to the shop floor where PPE is required. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

### **PHYSICAL DEMANDS – See Physical Demands Description**

OTICS USA, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.