



**POSITION:** Logistics Manager

**REPORTS TO:** Director of Operations

**SALARY:** Compensation to commensurate with education and experience

**TERMS OF EMPLOYMENT:** Permanent - Full Time

**LOCATION:** Charlottetown, PE

We are the proud makers of Honibe® natural health products- the only pure solid honey products in the world scientifically proven to retain all of honey's naturally occurring health benefit.

The Logistics Manager oversees the distribution of products for our supply chain. They will oversee warehousing of ingredients and finished goods, and transportation.

### **KEYS RESPONSIBILITIES**

- Provide direction and guidance to Warehouse Supervisor.
- Supervise inventory, and shipping and receiving activities.
- Ensure internal procedures comply with federal, and regulatory warehousing, material handling, and shipping requirements.
- Support corporate financial objectives by preparing an annual budget; reviewing expenditures; analyzing variances; initiating corrective actions.
- Address customer issues or complaints
- Develop strategies for efficient warehouse design and safety.
- Establish effective procedures for inventory control.
- Maintain logistics staff job results by coaching, counseling, and disciplining employees, planning, monitoring, and appraising job results.
- Contribute to company objectives by collaborating with other teams on cross functional deliverables.

### **QUALIFICATIONS**

- Post-secondary degree or diploma in supply chain or logistics management combined with 5+ years' experience in a similar role.
- Experience in a food manufacturing environment will be considered an asset.
- Experience with international shipping including C-TPAT export requirements is required.
- Proficient working with warehouse management software as well as MRP and ERP software systems
- Embrace change and effective implementing within organization.
- Excellent organizational, time management and prioritization skills
- Effective written and verbal communication skills
- Enjoy working in a fast-paced environment and flexible to adjust to evolving business needs.

### **OTHER**

Must have proof of eligibility to work in Canada.



### **PHYSICAL ASPECTS OF POSITION (INCLUDES BUT IS NOT LIMITED TO)**

This position requires the ability to:

Sit for extended periods of time.

Be present in manufacturing environment which can be noisy, with varying temperatures.

### **HOW TO APPLY**

For consideration, applicants must email resume to: **[HR@honibe.com](mailto:HR@honibe.com)** by November 30, 2021.

*We thank all interested applicants; however, only those candidates being considered for an interview will be contacted.*