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## Logistics Manager Job Description

Our company is searching for a professional, self-motivated individual to fill the role of Logistics Manager. The Logistics Manager will schedule all inbound/outbound shipments, provide leadership to our warehouse team and strive to keep transportation costs low. The successful candidate will also be responsible for prioritizing tasks to meet expected shipping dates and maintaining an accurate inventory. If you have previous warehouse leadership experience and work well in a fast-paced environment, we want to hear from you.

### Job Responsibilities:

- Schedule and track inbound and outgoing shipments
- Recruit and train of driver personnel
- Ensure materials are delivered to sites in a timely manner as per clients' criteria
- Assess and recommend ideal shipping methods, routing or carriers to meet necessary parameters, specifications and costs
- Negotiate rates with carriers
- Maintain customer service logs and safety records

### Qualifications and Education Requirements:

- Bachelor's Degree in Business Administration or related field
- 2+ years' field logistics experience
- Demonstrated understanding of transportation industry
- Able to manage time effectively

### Preferred Skills:

- Excellent verbal and written communication skills
- Proficient in MS Office and inventory management software
- Ability to pass drug test and general background check

*ILF Transportation utilizes a driver screening program. ILF Transportation is an equal opportunity employer.  
All positions will be cross-training in all areas of ILF Transportation.*