

Norseland, Inc.  
Darien, CT.  
Manager, Logistics & Inventory

#### **JOB DESCRIPTION**

The Manager of Logistics and Inventory will play a pivotal role in the daily operations of our business by overseeing the supply chain and distribution of our cheese products. Reporting directly to the Director of Operations, this position is responsible for handling the import and export of various product lines within the business. Vital to success in this role is experience with the import and export of food with refrigeration and special handling instructions. This position interacts daily with US Government agencies including the FDA and US Border Patrol.

#### **Role Specific Responsibilities**

- Effectively direct and coordinate all aspects of material logistics across the company and its subsidiaries
- Manage inventory control, warehousing, transportation, logistics planning, order processing and customer service Provides input for budget process and assess day to day compliance.
- Manage product import/export licensing portfolio for all product lines
- Familiar with ATLAS, the USDA Licensing Platform; USDA Export, FDA, FAS USDA Quota work, US Customs for imports, and, CT-TPAT
- Ensure Company is compliant with all US Government Compliance Programs
- Maintain food safety documents on all foreign suppliers and FDA registrations
- Monitor monthly inventory; monitor short or long inventory, review orders
- Manage Invoicing Clerk to reconcile accounts and orders invoiced
- Work with Customer Service to invoice and maintain ongoing inventory as needed
- Address Logistic claims/losses
- Manage Quality Claims; report packaging issues or production issues, etc; initiate bill backs for returned or destroyed product
- Review and maintain Customer Reports and Contracts
- Additional duties, as needed

**Qualifications:** A minimum of 5 years of experience working in Logistics Management for a food company

**Education:** Bachelor Degree in International Business, Logistics, Supply Chain or a related field

**Professional Skills:** The ability to work independently and as part of a team. Demonstrate adaptability in a fast paced, changing environment. Must possess a strong attention to detail and consummate business acumen. This self-driven individual must have the ability to liaise with government regulatory agencies and research and review customer contracts.

**Role Specific Competencies:** Proven professional experience in with exceptional references. Strong organizational and time management skills a must. Exquisite communication and people skills. Basic core math and analytical skills are required. Must have a demonstrated proficiency in Microsoft business software, including Excel, PowerPoint, Word, and Outlook.

Job Type: Full-time

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