



## Job Description

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**Job Title:** Sr. Manager, Global Logistics & Compliance

**Reports To:** Sr. Director, Global Supply Chain

**Location:** USA

**Department:** Global Supply Chain

**Salary Grade:** 8

**Type of Position:** Full-Time

**Job Classification:** Salary

**Last Updated:** 30 October 2015

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### POSITION SUMMARY

The Sr. Manager, Global Logistics & Compliance manages all global logistics and compliance functions for the company, including import/export, managing 3PL / carrier relationships, global trade compliance, transportation management, and cost savings opportunities. The ideal candidate will possess deep knowledge of import/export laws, have experience with global logistics management, and have a desire to transform processes and build a high performing team in a growing and fast-paced industry.

### ESSENTIAL JOB DUTIES

#### Key Responsibilities of the Job:

- Functional Leadership
  - Provides overall leadership to the global logistics & compliance function, including strategy development and implementation; operating plans and budgets; value generation initiatives; policies, procedures, and, reporting/communications with executive leadership.
  - Acquires, develops, coaches, and mentors a strong, globally focused organization in alignment to company objectives.
- Global Logistics
  - Prepare for international expansion by researching countries customs regulations, import/export laws and compliance issues to ensure a seamless transition abroad
  - Analyze all aspects of corporate logistics to determine the most cost-effective or efficient means of transporting products or supplies.
  - Analyzes tariff rates, freight classifications, duty drawbacks, delivery schedules, carrier capabilities and transportation regulations.
  - Control landed costs via rate negotiations, effective consolidations and the selection of transportation modes
  - Provides guidance to Sales, Operations, Engineering and other internal departments with regard to cost effective and efficient practices for customs clearance and international shipping.
  - Works with engineering to design / re-design packaging for products (spanning from small-parcel cold-chain to large ambient freight) to ensure product integrity and cost savings.
- Carrier / 3PL Management
  - Oversees, selects, and manages all carrier, 3PL, freight forwarder, and broker relationships and drive improvements in key metrics such as cost, quality, reliability, cycle-time, etc. for logistics suppliers.
  - Negotiates transportation rates / services

- Manages global 3PL relationships to ensure high service level, cost-effective operations, product and process integrity, and compliance to procedures.
- Creates and maintains carrier claim process to recover funds for missed service levels or damaged shipments.
- Oversees the audit function and authorizes payment of all freight, duty, and billings.
- Trade Compliance
  - Continuous awareness and in-depth knowledge of international trade laws and regulation, including but not limited to: Export Administration Regulations (EAR); International Traffic in Arms Regulations (ITAR); Foreign Corrupt Practices Act (FCPA), US customs laws and regulations
  - Reviews and revises vendor / customer contracts with the Legal Department to ensure compliance with US Customs regulations
  - Monitors product import / export processes to ensure compliance
  - Conduct random audits to ensure proper shipping classification
  - Develops and maintains documentation, including compliance manuals and standard operating procedures
  - Manages, assigns, processes HTS classifications and audits HTS classification systems to ensure regulatory / customs compliance
  - Oversees US Customs entry filings and FTZ Operations

## **JOB REQUIREMENTS**

### **Competencies:**

- Learning on the Fly—learns quickly/open to change
- Peer Relationship—cooperative, team player, trusted and supported by peers
- Priority Setting—focuses on what is most important
- Written Communications—effectively communicates in writing
- Conflict Management—settles disagreement and disputes equitably
- Organizational Agility—knows how to go through the proper channels to get things done
- Problem Solving – identifies complex problems and reviews related information to develop and evaluate options and implement solutions
- Process Management – ability to simplify complex processes and to organize people and activities.
- Managerial Courage – takes action on poor performers, recognizes high achievers, and does not hold back when things need to be said
- Directing Others – plans, organizes, and distributes workload appropriately and communicates clearly
- Building Effective Teams – builds a team with high morale and spirit; encourages open dialog
- Timely Decision Making – decisions can be made quickly even under tight deadlines and pressure
- Executive Presence – ability to organize and deliver critical information effectively to the executive management team

### **Required Education/Training:**

- A Bachelor's degree or equivalent is required
- Minimum of 5-10 years of experience in global supply chain operations, transportation, international logistics, and trade compliance with 2+ years of direct management experience
- Licensed Customs Broker (LCB) or other Global Trade certification preferred

### **Required Certifications/License/Special Skills:**

- Highest levels of personal integrity and ethical responsibility.
- Experience with all transportation modes – air, ocean, parcel, LTL, and truckload.

- Experience with international trade compliance, import/export, and shipping hazardous materials
- Excellent oral / written communication skills to communicate effectively across the organization
- Deep knowledge of the Harmonized Tariff Schedule (HTS), INCOTERMS, Free Trade Agreements (e.g. NAFTA, etc.)
- Excellent computer skills including Microsoft Excel and PowerPoint

**Required Work Experience:**

- 5-10 years' experience in a global supply chain / logistics role
- Previous management experience
- Experience with Global Trade Compliance Regulations
- Experience with Dangerous Goods Regulations
- Experience in a cGMP regulated environment preferred

**WORKING CONDITIONS**

- Must work onsite at Luminex office at least 80% of the time
- Travel may be required approximately: 20% of the time

**Physical Requirements:**

- Lifting/Use of Strength is Light (up to 20 pounds)
- Climbing on the job is required: Never--This job does not require the demand.
- Kneeling on the job is required: Never--This job does not require the demand.
- Reaching on the job is required: Occasionally--Up to 33% of the time
- Stooping on the job is required: Occasionally--Up to 33% of the time
- Vision (Color) on the job is required: Occasionally--Up to 33% of the time

Signatures may be required at some locations.

I, \_\_\_\_\_, acknowledge that I have read my job description.  
(Print Full Name)

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date