



Title: International Logistics Operations Manager  
Department: Global Trade & Logistics  
Location: Waterloo, WI  
Reports to: Director of Global Trade & Logistics  
Date: 11/9/15

### **Overview:**

The International Logistics Operations Manager position at Trek is responsible for the daily import/export processes from vendor booking to shipment receipt and freight payment. The role will lead the implementation of a Transportation Management System utilizing a single platform to streamline, automate and create efficiencies. As Operations Manager, you and your team will identify opportunities, benchmark, strategize and implement best practices to exceed our customers' expectations.

### **Responsibilities:**

- Lead implementation of Transportation Management System creating a world class operation.
- Manage the import/export process while ensuring compliance with US and foreign government laws and regulations.
- Oversee the completion of paperwork and transactions associated with international shipments, including customs clearance and AES filing.
- Navigate the complexity of global markets relating to import/export.
- Minimize risk by working with vendor and carriers to reduce delays, diminish claims and maintain security; Trek is a member of C-TPAT.
- Develop, maintain and continually improve written procedures and daily processes related to import/export operations.
- Establish monthly KPI's to measure performance and set goals to improve service, cost and processes.
- Develop best-in-class operations team.

### **Qualifications:**

- 7-10 years' experience in logistics, international operations or related area.
- Bachelor's degree required.
- Proficient with Microsoft Office programs.
- Detailed oriented, with great analytical and problem solving skills.
- Possess excellent written and oral communication skills, with the ability to interact effectively across multi-functional departments and corporate levels.
- Ability to work both independently and in teams.



- Previous management experience in operations preferred.
- Hazardous Material certification a plus.

Apply at:

<http://www.trekbikes.com/us/en/company/careers/>