

*Position :***Global Logistics Manager***Department & Location :***Operations***Reports to :***Global Logistics Director***FLSA:* **X** **Exempt** **Non-Exempt****I. Job Summary:**

The Global Logistics Manager will be responsible to support the global transportation and trade compliance for Harry Winston. The position is responsible for planning the timely, economic and safe transport of all shipments while complying with government laws and regulations, (Including, Customs and Border Protections (CBP), The Export Administration Regulations (EAR), Bureau of Industry and Securities (BIS), Census Bureau, Chamber of Commerce, Corporation for International Business (ATA Carnet), Office of Foreign Assets Control (OFAC), Convention on International Trade in Endangered Species (CITES), Migratory Bird Treaty Act, Endangered Species Act (ESA), Wild Bird Conservation Act and The [Code of Federal Regulations](#) (CRF 19). The successful candidate must ensure World Customs compliance and provide guidance and information to the sales and retail operations personnel on inquiries regarding worldwide shipping options, Duty & VAT rates, and transit times.

II. Key Duties Responsibilities and Accountabilities:

- Accountable for determining the most efficient and cost effective methods of shipping without compromising quality.
- Oversee the logistics of ocean/truck/air deliveries of valuables and non-valuable merchandise in the most cost efficient and safe manner.
- Supervise the administrative process, schedule, and shipment of valuable and non-valuable for international and domestic transportation.
- Responsible for defining and implementing uniform worldwide logistics tracking procedures.
- Manage all retail back office operational activity, policies and procedures in respect to shipping, packing and logistics.
- Responsible for managing and leading the Logistics team in all aspects of daily responsibilities and function.
- Interface with international and domestic retail partners, foreign subsidiaries, distributors, vendors, brokers and carriers to ensure compliance with all applicable import / export regulations.
- Work closely and build a relationship with the designated Customs brokers and carriers to coordinate timely and compliant flow of shipments.



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- Comply with the “packing and handling” guidelines for all valuable shipments and constantly be aware of product safety and security.
 - Ensure that all departments within the organization are in compliance with internal shipping and World Customs regulations.
 - Assist all Harry Winston personnel on logistics and customs related inquiries. This includes but it’s not limited to, transit times, Duties and VAT, transportation routes, while being compliant with all customs regulations and requirements.
 - Expert knowledge on the requirements of Fish and Wildlife, Free Trade Agreements, TIBs, American Goods Returned, embargoes, sanctions, drawbacks and Carnets is required.
 - Routine collaboration with FDA, USDA and FWS to manage licensing, permits and registration documentation.
 - Expert knowledge on valuation methods, Customs rulings, Customs recordkeeping and Harmonized Tariff Schedule classification.
 - Assist in the development of transportation strategies, plans and tactics that optimize cost, service, time and quality.
 - Assist with the automation process in the areas of transportation, trade and logistics to improve global platforms, supply chain optimization and visibility.
 - Manage freight and Customs brokers’ Standard Operating Procedures (SOPs), quarterly reviews, metrics and Key Performance Indicators (KPIs).
 - Prepare monthly reports (ACE, warehouse inventory, freight accruals, monitor outstanding invoices, and freight and department transaction volumes).
 - Responsible for the establishment and management of the company's global logistics contracts and rates with all carriers and customs brokers (Brinks, Malca-Amit, OHL).
 - Prepare annual freight side-by-side rate comparison reports.
 - Perform internal Customs self-assessment audits utilizing ACE, ETRAC and ITRAC reports and implement corrective actions and/or training.
 - Manage HW Customs’ recordkeeping documentation and processes.
 - Supervise all Customs issues, including inspections and holds.
 - Review and approve freight invoices.
 - Assist with live-training on incoterms and trade regulations to both Corporate HQ and worldwide salons.
 - Create a logistics and trade compliance worldwide manual.
 - Develop new policies and procedures, as needed, to ensure compliance across the organization.
 - Identify process gaps and develop corrective actions to mitigate risks.

**III. Key Job Relationships:**

- Continuous communication and provide logistics support to internal Harry Winston departments, mainly, Merchandise Planning, Retail Salon Operations Managers, the Watch Operations department both in New York and Geneva, Finance, Systems, Gemstone Acquisition and Merchandise Fulfilment.
- Constant collaboration with carriers, customs, Fish & Wildlife, logistics partners and government offices.

IV. Job Qualifications:**Business Skills:**

- Knowledge and astute understanding of global logistics and Customs; acquire accurate and reliable information related to duty & VAT rates, country specific Customs restrictions, shipping options, etc.
- Expert knowledge of Fish & Wildlife, FDA and OFAC regulations.
- Manage relationship with brokers and carriers.
- Expert knowledge of US Customs laws, Incoterms and 19CFR.
- Expert knowledge when classifying items under the Harmonized Tariff Schedule; utilizing the General Rules of Interpretation ("GRI's"), General Notes, Section and Chapter Notes, USHTS Explanatory Notes, and C.R.O.S.S. rulings.
- Strong documentation skills and keen attention to detail.
- Proven analytical and creative problem-solving abilities.
- Ability to prioritize tasks and projects in a high pressure environment.

Interpersonal Skills:

Excellent listening, written and oral communication skills;
Excellent presentation skills;
Experience working in a team-oriented and collaborative environment;
Strong service orientation, highly self-motivated and energetic;
Ability to handle multiple projects simultaneous;
Requires minimal supervision; and
Dependable, takes initiative and responsibility for own actions.

Degrees and Experience:

Minimum of 10 years related work experience.
Minimum of 5 years of management experience.
Experience of leading and motivating teams.
Customs Broker License is a plus.
Experience in luxury jewelry and timepieces, retail or consumer goods, supply chain is a plus.
Navision ERP solution and SAP experience is a plus.



College or University degree in the field of logistics, operations management, and/or business administration is required.
Proficiency in written and spoken English is a must.

APPROVALS (signature):

DEPARTMENT HEAD

DATE

HUMAN RESOURCES

DATE