THERMO BOND BUILDINGS	JOB DESCRIPTION LOGISTICS ASSISTANT	TBA-HR-FJ-177

REPORTS TO:	Logistics Manager	PAY:	Salary
POSITION	Full Time	FLSA CLASS	Exempt
DEPARTMENT	Logistics	SHIFT	Day

JOB SUMMARY:

The Logistics Assistant supports the manufacturing and supply chain operations by coordinating the movement of raw materials, components, and finished goods. This role ensures materials are received, stored, and shipped efficiently to meet production schedules and customer delivery requirements. The ideal candidate is organized, detail-oriented, and thrives in a fast-paced manufacturing environment.

SUPERVISORY RESPONSIBILITIES:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Material Coordination
  - Assist in receiving raw materials and components, verifying quantities and quality against purchase orders.
  - Support the movement of materials between warehouse and production areas.
  - Maintain accurate records of material transfers, receipts, and usage.
- Shipping & Receiving
  - Prepare shipping documentation (packing lists, bills of lading, labels, etc.) for outgoing products.
  - Schedule and coordinate shipments with carriers and logistics partners.
  - Track outbound and inbound deliveries to ensure on-time arrival and resolve any transportation issues.
- Inventory Management
  - Help monitor and update inventory levels in ERP or warehouse management systems.
  - Conduct regular cycle counts and reconcile discrepancies.
  - Support material handling, storage organization, and warehouse layout improvements.
- Production Support
  - Collaborate with production planners to ensure materials are available for manufacturing schedules.
  - Communicate delays, shortages, or logistics challenges that may impact production timelines.
  - Assist with staging and kitting materials for production runs.
- Administrative & Reporting
  - Maintain accurate records of shipments, receipts, and logistics activities.
  - Prepare reports on shipping costs, inventory accuracy, and carrier performance.
  - Support compliance with safety and quality management systems.
- Safety & Compliance
  - Follow all company safety guidelines and maintain a clean, organized work area.

- Ensure materials are handled and stored in accordance with company policies and regulatory standards (OSHA, DOT, etc.).

REQUIRED SKILLS / ABILITIES

- Strong attention to detail and time management.
- Excellent organizational and communication skills.
- Ability to operate forklifts or pallet jacks (certification a plus).
- Proficiency in Microsoft Office (Excel, Word, Outlook).
- Reliability and accountability
- Teamwork and communication
- Problem-solving and adaptability
- Accuracy and efficiency
- Safety awareness

TRAVEL, HOURS OF WORK, & SUPERVISION:

This position normally requires the individual to be physically present at one or more TBB manufacturing location Monday through Friday as deemed necessary. The Logistics Assistant may be required to travel extensively and may frequently be required to remain out of town on overnight trips in fulfillment of his or her job responsibilities. This position will report to the Logistics Manager.

CERTIFICATES, LICENSES AND REGISTRATIONS:

- None.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required; Associate or Bachelor's degree in Logistics, Supply Chain, or related field preferred.
- 1–3 years of experience in logistics, warehouse, or supply chain operations within a manufacturing environment.
- Familiarity with ERP or warehouse management systems preferred.

PHYSICAL REQUIREMENTS (including but not limited to):

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to access and navigate all areas of the facility required to determine needs.
- Able to work a 10-hour shift standing/walking.
- Able to climb ladders repetitively.
- Able to bend, crouch, twist, pull.
- Must be able to lift up to 50 pounds at times.

Revision Date	Author	Description
9/11/2024	PVS	Original Release