



**Job Opportunity**  
**August 2019**  
**Logistics & Trade Compliance Supervisor**  
**Location: San Diego, CA**

**Purpose of role:**

**FLSA: Exempt**

Controls the efficient flow of goods to meet customer requirements. Serves as the organization's lead logistics liaison to logistics partners. Ensures execution and continuous improvement of standard logistics processes.

**ESSENTIAL JOB FUNCTIONS:**

***Core Values, essential for this role:***

***Customer Service orientation, Teamwork, Leadership.***

1. Oversee and as needed, assist in the processing of freight quotes, booking of freight, route and monitoring shipments.
2. Plan, schedule, and coordinate the supply, material flow, and storage of inventory from the supplier and to the customer.
3. Manage the transportation of inbound materials from international locations.
4. Ensure proper documentation and procedures are maintained in accordance with regulations.
5. Responsible for monitoring and reporting KPIs and metrics to senior management and ensure proper maintenance of logistic master data files.
6. Manage established budget. Conduct logistics and operational cost analysis. Identify, develop, and implement cost savings initiatives for logistics and transportation areas.
7. Oversee and manage third party logistics providers. Ensure execution of daily operations and meet expectations of Service Level Agreements. Manage corrective actions as needed for problem resolution.
8. Process carrier claims with freight forwarders and carriers. Conduct freight invoice reconciliation.
9. Complete Material Requirement Planning (MRP) entries accurately as necessary. Ensure accurate and compliant entry of electronic trade transactions.
10. Coordinate with cross-functional teams to prioritize and facilitate shipping of critical items.
11. Maintain, update, and ensure compliance with customer logistics specifications and work instructions.
12. Work with 5S projects, value stream mapping, and other lean initiatives from beginning to delivery.
13. Working as a productive member of a cohesive group towards a common goal, and contributing to team development and effective team dynamics.
14. Setting priorities and defining actions, time, and resources needed to achieve predefined goals.
15. Complete other related duties as assigned by manager.

**JOB SPECIFICATIONS:**

1. Bachelor's degree in Business Management, Logistics, Supply Chain, or related field (preferred but not required). In lieu of degree: minimum of 5 yrs. experience in field with demonstrated leadership acumen.
2. Five (5) years of International Logistics work experience including communication with freight forwarders on a daily basis.
3. Minimum of two (2) years related experience in a supervisory role.
4. Proficient in both languages: English and Spanish, a must.
5. Demonstrated knowledge of software relating to logistics activities desired.
6. Experience with Microsoft Excel formulas, pivot tables, VLOOKUP, and graphs required.
7. Good verbal, written, and interpersonal communication skills.
8. Good organizational skills and attention to detail. Demonstrated ability to handle multiple tasks simultaneously.
9. Experience shipping container loads via ocean mode and intermodal, LTL and FTL via road mode, and pallet loads via air mode.

10. Possess working knowledge of Incoterms, US Customs Regulations and Harmonized Tariff Schedule. Knowledge of ACE system highly desired.
11. Maquiladora operations experience highly desired.
12. Experience with Lean Logistics or other process development/continuous improvement tools highly desired.
13. Experience with CTPAT certification highly desired.
14. APICS CLTD certification desired.
15. Must be able to travel up to 20%. Main travel location is Tijuana, Mexico – Biotix's Manufacturing Plant.

***Come and be part of a growing and innovative organization!  
Interested parties please send Cover Letter and Resume, including salary requirements,  
Resume with salary requirements to:***

***[careers@biotix.com](mailto:careers@biotix.com)***

***Subject Line: Logistics & Trade Compliance Supervisor***

***Biotix offers a competitive compensation package, including benefits and more!  
We are an equal opportunity employer, encourage diversity and innovation!  
No Calls – No Recruiters/Agencies please.***