



About National Pen Company

National Pen Co. is headquartered in San Diego, CA with additional locations in Shelbyville, TN, Mexico, Ireland, and France. National Pen manufactures and assembles many of its products, allowing it to ensure exceptional quality and service through its dedicated workforce. Licensing agreements have enabled National Design Corporation to provide personalized promotional items to national football, basketball, baseball, and hockey leagues, plus other well-known corporate customers.

National Pen is consistently recognized as a Top Distributor of promotional products.

POSITION LOCATION: Shelbyville, Tennessee

JOB SUMMARY: Global Logistics Manager

The Global Logistics Manager will manage the coordination and execution of all inbound and outbound transportation matters of goods within the organization. This includes forecasting and sourcing capacity for all modes of transportation. In addition, this position is responsible for customs management for imports and exports to and from North America for all business segments and plant operations.

This role will interface directly with Purchasing and Planning and duties may be assigned accordingly as needed.

JOB DUTIES/RESPONSIBILITIES:

- Experience and thorough understanding of all necessary documents needed for international freight. Knowledge of Incoterms and the respective documentation required to move shipments internationally. Compliance with all federal, state and local material handling and shipping requirements, communicate any needed actions to appropriate parties.
- Develops and maintains transportation and distribution procedures to maximize delivery efficiency.
- Ensure appropriate delivery methods to minimize delivery costs and maximize customer satisfaction.
- Maintain daily in-transit report and publish to all areas of business as needed for both domestic and international shipments. Compile using track and trace reports provided by carriers and internal reports.

- Source and manage freight for all modes of transportation. May be asked to seek out capacity alternatives to meet business requirements as needed.
- Manages the processes of identifying opportunities and filing duty drawbacks.
- Maintain and update as needed rate matrix for all modes.
- Ensure all supply chain partners, up and down stream, are working collaboratively and efficiently to insure operations are not interrupted and move at a consistent pace.
- Working closely with Purchasing, Planning, Production and Warehouse teams to drive efficiencies and link the processes together to deliver finished goods on time.
- Collaborates with Finance to ensure all documentation is in place prior to shipping and after shipping to complete the process.
- Project management

Customs Compliance Management:

- Provide advice and guidance to senior management to ensure compliance with current customs laws.
- Review and update customs documentation, including declarations and coding.
- Cultivate relations with government and customs entities to encourage communication.
- Responsible for maintaining NAFTA compliance.

Import Management:

- Manage the receipt, inspection and documentation of items imported from and exported to overseas locations.
- Supervise import staff managing the importation of goods from other countries.
- Communicate with clients, customs agents and transportation companies to ensure the shipments arrive in a timely manner and in good physical condition.
- Arrange transport and ensure items are shipped expediently and cost-effectively.
- Coordinate and facilitate with contractors, shippers, clients and carriers.
- Build and maintain relationships with vendors, brokers, clients and compliance.
- Advise buyers/merchandisers of the proper classification and duty rates of new items.

Export Management:

- Monitor and manage shipment process through completion.
- Maintain effective communication with carriers, origin and destination locations regarding shipment status, special handling and delivery processes.
- Consolidate and route shipments based on local office procedures.

Problem Solving:

- Intricate problem solving in all areas of receiving materials, shipping, inventory and personnel management.
- Required to process the distribution and storage of a large amount of goods which requires strong organizational skills and lateral thinking.
- Solving shipping issues in conjunction with customer demand and freight guidelines for domestic and international shipments and customer.
- Address breakage issues by applying sound procedures to lessen rate of future reoccurrence

Education/Knowledge:

- Bachelor's Degree preferred in Supply Chain or Logistics
- Minimum 7 years' experience with domestic and international freight
- Minimum 5 years' experience customs brokerage
- Must be able to deliver clear and concise communication and respond with sense of urgency.
- Working with international colleagues and customers may require fluctuation in hours due to time differences
- Excellent problem solving skills are required.
- Some travel may be required