

Logistics Supervisor

Fully Remote • [Remote, IL](#) • Global Sourcing

Job Type

Full-time

Description

HALO is looking for a Logistics Supervisor to join us. The Logistics Supervisor will be responsible for managing and supporting a team located both in the US and the Philippines. They must be able to perform essential duties such as Air & Ocean Import or F/F Air/Ocean operations processes and procedures, satisfactorily. They will ensure timely and accurate movement of freight and information, while providing exceptional customer service within the Air & Ocean Logistics Department. This position will also work cross-functionally with the Warehouse and Account Executive teams, as well as logistics service providers.

Responsibilities

- The the main point of contact to Account Executives, Warehouse and other cross-functional teams while providing great customer service
- Provide all associated documentation i.e. Air Waybill, AES filing, and obtain necessary documents for Importer/agents
- Coordinate Air & Ocean Import shipments from origin, airline carries and truckers
- In-depth communications with e.g., airline representatives, freight forwarders, customs brokers, local pickup and delivery companies, regional trucking companies, line-haul providers
- Procedure and Productivity Standards adherence
- Provide HTS classification of import materials used in production
- Accurate and timely billing; Enable the accounting department to properly credit and bill A/R and A/P
- Overseas communications, timely responses to emails and requests (internal and external)
- Understand department process flow, looking for best practices to improve operational efficiency and productivity
- Complete all inbound moves; this includes, but is not limited to, T&E and permits to transfer
- Escalation of problems to Management when necessary
- Ensure SOP and tariff compliance along with best practices and efficiencies
- Handling and resolving Air/Ocean Import troubleshooting
- Apply motivational methodology in supervising, coaching and disciplining employees.

Requirements

- Associates Degree or Undergraduate Degree and two plus years or more experience in related position, or equivalent combination of education and experience
- **Air & Ocean Import experience is a must**
- Experience in **Freight Forward** Ocean & Air operations processes and procedures **is a must**
- Experience of **bonded freight and cargo is a must**
- Problem solving attitude; great attention to detail and an active listener
- Patience and ability to teach and mentor a team
- Basic Software Skills (Ms. Office & Ms. Excel)
- Knowledge of **state, federal, and international applicable laws and regulations** as they relate to primary services provided (i.e., customs, security, other import and export government agencies) **is a huge plus**

More about HALO

HALO is the global leader in branded merchandise, uniform programs, and recognition and incentive solutions. We partner with our clients to break through the clutter of our media saturated world and connect their brands to customers, employees and other audiences critical to their success.

As a team member you can expect a positive culture of ingenuity, inclusion, and relentless determination. We also offer:

- **Career Advancement:** At HALO, we love promoting from within. Internal promotions is the key to our exponential growth in the last few years. With so many industry leaders at HALO, you'll have the opportunity to accelerate your career by learning from their experience, insights, and skills and gain access to HALO's influential global network, leadership experiences, and diverse thinking.
- **Culture:** We love working here and know that you will too. You can expect a positive culture of *ingenuity, inclusion, and relentless determination*. We push the limits of possibilities and imagination by staying curious, humble, and provocative in order to break through yesterday's limit. Diversity is the source of our creativity and we thrive when each of contributes to an inclusive culture of respect, dignity, and equity mindset in everything we do. We keep our promise for excellence with an unrelenting commitment to achieving results and supporting one another to stay accountable, transparent, and dependable.
- **Recognition:** You're going to succeed here, and you can count on us to celebrate your wins. Colleagues across the company will join in recognizing your big milestones and nominate you for awards. Over time, you'll earn so much recognition that you can convert into gift cards, trips, concerts, and merchandise at your favorite brands.
- **Flexibility:** Most roles offer hybrid work. In addition, we pride ourselves on flexible schedules that help you find a balance between professional and personal demands. We believe that supporting our customers is the priority and trust that you and your manager will find a schedule to achieve that priority.
- **Work with your favorite brands:** HALO clients include over 100 of the Fortune 500 as well as thousands of mid and small-size organizations. You'll be on teams that are focused on the future of our industry and bringing our customers fresh ideas that are first-in-the-world.
- **Stay well at HALO:** At HALO, we have benefits that support all parts of your life and to find a work-life balance custom to you. We offer *free mental healthcare* for you and your family. Our program focuses on behavioral health coaching, therapy and psychiatry, personalized skill development, and providing access to care for your dependents. In addition, we offer *nation-wide coverage* Medical, Dental, Vision, Life and Disability insurance, and additional Voluntary Benefits. Prepare your financial future with our 401K Retirement Savings Plan, Health Savings Accounts (HSA), and Flexible Spending Accounts (FSA).

HALO is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We insist on an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. Inclusion is a core value at HALO and we seek to recruit, develop and retain the most talented people.

HALO is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process – including the online application and/or overall selection process – you may

email us at hr@halo.com. This email is only to request an accommodation. Please direct any other general recruiting inquiries to our [Careers page](#).