

Job Description: Manager - Logistics and Special Projects

Reporting to the CEO and the Director of Deconstruction Services, the Manager – Logistics and Special Projects will implement the processes and systems needed to support the organization’s substantial growth in materials handling over the next five to 10 years. This person will be working primarily in the transportation of goods, providing cost-effective solutions to moving (and potentially storing) large amounts of materials harvested from the houses and structures we deconstruct. This role is highly collaborative, working with the managers across the organization to bring in product safely and soundly, giving materials and PEOPLE a second chance.

- You will manage the team of truck drivers who daily transport harvested materials from job sites and donation sites to the warehouse – from daily scheduling of truck runs to all matters HR – training, monitoring and evaluating performance.
- You will manage the preventive maintenance on the company’s vehicle fleet, ensuring all vehicles are physically sound and road ready at all times.
- You will work with the managers and team members across the organization to create mobility solutions – e.g. acquiring/ fabricating industrial carts and dollies, etc. – to ensure safe, easy handling of product from the job site to the warehouse to the customer’s vehicle.
- You will assist and supplement the facilities management team to ensure all the building operating systems are compliant with state and local regulatory requirements.
- You will serve as the primary back-up person to schedule and dispatch the deconstruction crews in the event the Project Manager responsible for this function is unavailable. Eventually, you may become the primary owner of this function.
- You will implement solutions/processes to provide more automated, timely communication to deconstruction clients and stakeholders to support our commitment to excellent customer service.
- You will provide support to the Project Managers/Director of Deconstruction to ensure equipment is in good working order and that each van is fully equipped.
- You will take on ad hoc projects in support of the operations of the business – deconstruction, retail and transportation.

Requirements:

- (Associate’s or Bachelor’s?) Degree in logistics, supply chain management, business or related field
- At least 3+ years’ experience in logistics and/or business operations
- Ability to work with little supervision and track multiple processes
- Computer-savvy with a working knowledge of logistics software (ERP)
- Outstanding organizational and coordination abilities
- Excellent communication and interpersonal skills

Please learn about us and follow the instructions on HOW TO APPLY for this full time position at: <http://www.secondchanceinc.org/employment-opportunities>.

No phone calls, please. Second Chance is an Equal Opportunity Employer.