



## **Shipping, Receiving, and Warehouse Manager**

Kiva Systems, Inc. is a rapidly growing Boston based robotics company that is revolutionizing supply chain operations. The Kiva Mobile Fulfillment System uses hundreds of mobile robots to automate distribution centers dramatically increasing both productivity and flexibility. Our customers are large retailers, catalog operators, e-commerce and other companies that ship direct to consumers, businesses and retail stores. Please see [www.kivasystems.com](http://www.kivasystems.com) for more information about us.

Kiva Systems is seeking a talented and motivated leader to be the primary focal point for handling all transportation logistics, shipping, receiving and warehouse needs. This individual will need to work closely with the manufacturing, procurement, deployment, and customer support organizations to proactively plan and execute tasks. The ideal candidate should possess the desire, drive and energy that is needed to launch new products on short time lines and be comfortable with the associated hours, deadlines and high-energy culture which that entails. This position reports directly to the Director of Supply Chain and is a ***working management position and not a "9 to 5 job"***.

The Shipping, Receiving, and Warehouse Manager will be responsible for:

1. Shipping and Receiving Functions:
  - Hands-on management of a small shipping and receiving department
  - Coordinate with multiple organizational functions on outbound shipments, including bill of material and schedule requirements
  - Load all outbound trucks in a cost effective and quality manner
  - Prep, package, palletize, label and prepare load plan and BOL for shipment of all product for customer deployments
  - Design, manage and purchase shipping supplies and services, including specialized pallets, specialized containers, and all consumable items
  - Structure and manage deliveries for inbound vendor shipments to include cost saving methodology for packing, palletizing, freight rate selecting and timing
  - Manage all Kiva transportation logistics. This includes but not limited to competitive carrier selection, vendor deliveries, support for installed systems and especially large deployment shipments to customers
  
2. Warehouse Functions:
  - Manage warehouse function for finished goods and in-bound vendor parts as well as general cleanliness of facility
  - Maintain organized warehouse and control over finished goods inventory
  - Manage operation of remote warehouse and any temporary warehouses including inventory control and asset disposal
  - Travel to customer, supplier or remote warehouse sites up to 10% of the time

The candidate must have the following qualifications:

- Five years work experience in a similar position, with both domestic and international logistics experience which should cover intermodal, ocean container and air freight, along with management of volume truck movements, using multiple carriers and a variety of packaging challenges
- Has good working knowledge of U.S. Government Export requirements and is qualified to certify required export shipping documentation. Understands and can properly execute import requirements including application of the U.S. Harmonized Tariff Schedule
- Demonstrated success developing and improving logistics processes to reduce costs and streamline operations
- Demonstrated purchasing background planning and buying a variety of shipping supplies and other components/commodities
- Forklift certified
- Management of multiple distribution points/warehouses
- Versed in Lean Manufacturing & Continuous Improvement principles & techniques
- Focus on details and paperwork
- Excellent computer, written and oral communication skills
- Strong organizational and planning skills
- Can work as Team Leader with outstanding interpersonal skills and ability to organize, lead and motivate short term work teams from professional engineers to daily temp workers to accomplish the task at hand
- Desire and energy to work in a fast-paced, high energy environment – “roll up the sleeves” and “can-do attitude”
- Use and familiarity with an ERP system

Please send qualified resumes to [jobs@kivasystems.com](mailto:jobs@kivasystems.com) and put your name and the title on the subject line.