



Transportation and Logistics Manager

Kiva Systems, Inc. is a rapidly growing Boston area 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 national retailers, large catalog operators, e-commerce and other companies that ship direct to consumers, businesses and retail stores. Please see www.kivasystems.com for more information about us.

Kiva Systems is seeking a talented and motivated transportation and logistics manager to be the primary focal point for handling all transportation logistics 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 will be familiar with a startup environment and the associated hours, deadlines and high-energy culture that go with launching innovative new products. This position reports directly to the Vice President of Manufacturing. This position is a *working manager position and not a "9-5 job"*.

The Transportation and Logistics Manager will be **responsible** for:

- 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
- Negotiate, award and manage all transportation providers, including overnight services for Kiva, drop shipments from vendors to customer sites, and claims management
- Track, approve and document transportation cost for each deployment for submission to finance department upon contract milestone completions
- Understand and maintain knowledge of transportation services, current competitive status, and develop positive vendor relationships to support rapid response requirements and sustained quality transportation services
- 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
- Baseline and implement cost savings across the logistics function
- Manage operation of remote warehouse and any temporary warehouses including inventory control and asset disposal
- Primary advisor to all departments on transportation requirements. Interfaces with all departments to understand requirements and conduct advanced planning and detailed coordination to meet shipping and logistics requirements
 - Travel to customer, supplier or remote warehouse sites up to 20% of the time

The candidate must have the following **qualifications**:

- Ten 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
- 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 startup environment – “roll up the sleeves” and “can-do attitude”
- Use and familiarity with an ERP system

Please send qualified resumes to jobs@kivasystems.com or call Cindy at 781-221-4834.