



Position Announcement

Supply Chain Logistics Manager

About Second Harvest of Silicon Valley

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger, distributing healthy groceries through a network of 310 partners at 1,000 sites in Santa Clara and San Mateo counties. This also makes Second Harvest one of the largest food banks in the nation. Due to the prohibitively expensive cost of living in Silicon Valley, hunger is at an all-time high as more and more families are forced to sacrifice nutritious food for housing. Second Harvest is helping to keep people healthy by providing enough nutritious food for over 58 million meals a year — half of which is fresh produce. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. To learn more about how Second Harvest is building a hunger-free community, visit shfb.org.

About the Position

As the Supply Chain Logistics Manager, you have a key role in supporting the mission of Second Harvest of Silicon Valley by overseeing and managing the team of inventory receivers, who verify all inbound supplies before recording into our inventory system. By working closely with the food sourcing and warehouse operations team, you will ensure the accuracy of the inventory at the point of entry, which will require that you understand all inventory control functions and processes. You will also be providing support to the Director of Supply Chain in forecasting the expected needs, location of inbound shipments and possible distribution outlets.

Duties and Responsibilities

- Manage and oversee the receiving team, providing direction of verifying and receiving accurate inventory, while keeping the processes and procedures uniform between all warehouses.
- Provide oversight of the Supply Chain Specialist, advising which warehouse to schedule inbound trucks, keeping capacity and distribution ability in mind.
- Assist the Director of Supply Chain to determine distribution outlets for inbound inventory and follow through on action plan.
- In collaboration with the inventory control team, ensure transfers of product are properly and accurately being completed and food is flowing efficiently throughout the organization.
- Execute strong support to the inventory control team with researching discrepancies, completing product reclassification, coordinating product transfers, performing cycle counts, and more as needed.
- Work closely with key departments that support the supply chain, including Food Sourcing, Operations and Programs.
- Provide recommendations that help support the accuracy and improve efficiencies of our inventory processes.
- Perform all the tasks of the inventory receiving specialists in order to provide backup support when needed. This includes, but isn't limited to:
 - Accurately input receiving data for inbound products, verifying all paperwork and documentation.



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750 Curtner Avenue
San Jose, CA 95125
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- Receive the inventory items within a timely manner to ensure temperature-sensitive items are physically put away and made available for immediate distribution.
- Assign or create new item numbers and make changes to existing items when needed.
- Properly scan, store and link receiving paperwork to internal database for electronic accessibility and visibility.
- Process credit memos for returned inventory within a timely manner and inform warehouse operations when complete and ready for physical put away.
- Perform other duties as assigned in order to satisfactorily complete Second Harvest of Silicon Valley's goals and objectives.

Qualifications

- Experience in warehouse receiving or inventory control practices with knowledge of inventory tracking, food storage, food handling, food safety and distribution practices preferred.
- Excellent people management and customer service skills with the ability to influence, work proactively and effectively to build consensus among cross-functional teams and external partners.
- Exceptional written and verbal communication skills.
- Exceptional organization and prioritization skills, with meticulous attention to detail.
- Strong critical thinking skills, decision-making skills, and natural good judgment with the ability to assess situations and make strategic recommendations to enhance procedures.
- An independent, self-motivated and forward-thinking individual with the desire and ability to take initiative and move projects forward.
- Excellent computer skills, particularly in word processing and database management.
- Ability to make frequent changes of routine and execute tasks in a timely manner under a high stress, fast-paced environment without loss of efficiency or composure.
- Flexibility to adjust in a changing environment and willingness to take on additional responsibilities.
- Ability to function in an office and warehouse environment that may include working inside freezers and coolers and potentially needing to lift items weighing twenty (20) to fifty (50) pounds.
- Completion of the manager level food safety certification within 90 days of employment.
- Ability to perform duties in accordance with Second Harvest's Safety Policies and Injury Prevention Program.
- Possession of a valid California driver's license and a clean DMV record. Willingness to drive personal vehicle, as necessary. Compensation for business mileage to be reimbursed at standard IRS rates.
- Bachelor's degree from an accredited college or university or equivalent directly related work experience. Background in inventory control or warehousing a plus.



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Reports To:	Director of Supply Chain
Location:	TBD
Hours:	Full-time, Exempt. Regular schedule with occasional evenings and weekends.
Compensation:	Salary commensurate with background and experience. Outstanding and generous health benefits program, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and retirement plan.

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UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY



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