



POSITION DATA					
<b>JOB TITLE</b>	Logistics Project Manager	<b>REPORTS TO</b>	Logistics Project Director	<b>JOBGRADING</b>	6-14
<b>DEPARTMENT</b>	Supply Chain	<b>LOCATION</b>	Brockport, NY Lebanon, PA	<b>SUPERVISE</b>	N/A
JOB SUMMARY					
<p>Nortera Foods Inc is currently seeking a Logistics Project Manager. Reporting to the Logistics Project Management Director, the successful candidate will be responsible for promoting and implementing best logistics practices through a portfolio of improvement projects, thereby increasing efficiency at all levels of the supply chain. They will provide guidance and leverage their expertise to identify and manage improvement projects, implementing sustainable solutions that meet safety and quality standards, and ultimately achieving the organization's performance objectives.</p> <p>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code</p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> <li>Collaborate with stakeholders to identify and recommend a portfolio of improvement projects that meet, or exceed, operational logistics objectives;</li> <li>Develop action plans and timelines for each project and engage relevant stakeholders;</li> <li>Develop and implement dashboards to assess processes performance and monitor key performance indicators;</li> <li>Liaise with Regional Logistics Directors regarding project progress, opportunities, and potential synergies, and submit recommendations;</li> <li>Identify and implement the conditions necessary for the success of improvement initiatives with stakeholders (budgets, resources, change management, etc.) in conjunction with the relevant departments;</li> <li>Organize and facilitate working sessions with stakeholders, using various proven continuous improvement tools adapted to the context (such as Lean, Kanban, 5S, etc.), and ensure documentation and follow-up;</li> <li>Train and develop the internal skills and knowledge of logistics managers on best practices in continuous improvement;</li> <li>Meet regularly with key stakeholders on-site to build trusted relationships, a thorough understanding of operational realities, and to promote a culture of continuous improvement;</li> <li>Monitor best logistics practices in the industry to stimulate and enrich the internal performance culture among stakeholders, including management and key operational personnel;</li> <li>Ensure diligent documentation and follow-up of approval processes (when required) for all projects and/or mandates under their responsibility</li> </ul>					
QUALIFICATIONS					
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>		<ul style="list-style-type: none"> <li>Strong communication and team-building skills, and recognized as a team player</li> <li>Mastery of continuous improvement principles and tools (LEAN, Six Sigma, Kaizen, 5S, etc.)</li> <li>Demonstrated expertise in change management</li> <li>Strategic thinking, a pragmatic and motivating approach, strong influencing and communication skills at all levels, rigor, agility, and excellent time and priority management</li> </ul>			



## Logistics Project Manager

	<ul style="list-style-type: none"> <li>• Proficiency in an ERP/WMS system and Microsoft Office Suite (Excel, Word, Outlook)</li> </ul>
<b>PHYSICAL DEMANDS</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>▪ Constant sitting, eye/hand coordination, finger/wrist dexterity</li> <li>▪ Occasional walking, twisting, reaching, lifting</li> <li>▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus.</li> </ul> <p><b>Appropriate work intensity level:</b> Light</p>
<b>WORK ENVIRONMENT</b>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> <li>• Frozen and Ambient Distribution Centers and Offices</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years of relevant experience related to the role, in managing complex projects;</li> </ul>
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Industrial Engineering, Project Management, or any other relevant field</li> <li>• Lean certification (an asset)</li> </ul>

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera Foods Inc. reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.*