

Logistics and Supply Chain Manager (Ocean experience required)

Bish Creative has a deeply established reputation for award-winning merchandising and marketing execution with recognizable brands, in all retail segments. Bish Creative's core values and pillars for excellence (Customer Service, Innovation and Technology), provide a culture where breaking barriers is fun, creative solving is welcomed, and nothing is impossible!

Role and Responsibilities:

As a Logistics and Supply Chain Manager, this professional has ownership for scheduling timely and cost-effective inbound and outbound shipments for Bish Clients.

Responsibilities to include estimating and scheduling freight from suppliers as directed by the Account Team. The selected candidate will also complete and submit necessary forms to our logistics providers for Ocean, LTL, FTL, and Small Parcel for 1,000+ projects annually.

Specific responsibilities will include, but are not limited to:

- Take PO's from Account Managers (AM's) and calculate DIM's and ultimately the number of shipments needed
- Obtain customer drop-ship list and consolidate / convert to proper excel spreadsheet
- Validate ship-to list with AM's or Customer
- Schedule shipments of materials to our warehouse network or direct to clients
- Complete forms for Transportation Providers
- Liaison daily with key logistics providers to ensure accurate tracking and information flow
- Follow correspondence between logistics providers and material suppliers for timeline compliance
- Own and direct project trackers as needed for timely communication to AM's (Excel)
- Track and communicate timeline for success, both internally and externally
- Complete estimates for large and complex shipments at the direction of VP Proc / Log
- Complete logistics service tasks as established for each account. Specific tasks could include:
 - Troubleshoot and immediately communicate shipment delays
 - Resolve address errors

- Identify pricing discrepancies or inefficiencies
- Gather historical cost information to ensure that Bish is receiving the most competitive rates
- Time permitting schedule freight, messenger service for Prototypes
- Complete periodic projects such as analyzing profitability, and all other duties as assigned
- Timely and professional communication with co-workers
- Support Bish's business, serving as a role model for public support of the company's products

Specific job qualifications include:

- The chosen candidate will work out of Bish offices in Lake Zurich, IL. Work from Home 2 days a week is allowed after a training period.
- Solid written, verbal, communication, and organizational skills are needed
- Detail orientation is critical
- Professional customer service skills are needed
- Advanced skills in Excel, Outlook, and On-Line Portals
- This individual should be a self-starter, able to work independently with minimal direction
- The successful candidate must be able to work in a fast-paced environment, and thrive on change

Experience and Education Requirements

- Bachelor's degree required
- Expertise in all areas of Logistics is preferred
- Minimum of 1 year of experience with handling ocean freight is required
- Proficiency in Excel is required
- Demonstrated ability to manage multiple projects simultaneously
- Background with shipping Retail Displays or Promotional Merchandise is helpful
- Entrepreneurial spirit, ability to work as an owner of the company, driven by total results

· Ability to build relationships outside, and within, the company

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Health insurance
- Paid time off

Work Location: Hybrid in Lake Zurich, IL 60047