

Position Description

Job Title: Sr. Logistics Analyst

Level:

Position #:

Supervisor's Title: Director of Corporate Logistics

Department: Corporate Logistics

Location: Union, NJ

Basic Purpose:

This position is responsible for identifying logistics cost control initiatives through development and maintenance of data management tools, ERP systems mining, and ad hoc analysis. This role will work with many cross-functional areas within the Bed Bath & Beyond organization to accomplish these objectives.

Principle Accountabilities:

- **Logistics Engineering (40%)**
 - Work with senior logistics staff in developing and running network modeling projects and perform supply chain optimization studies.
 - Support ongoing analysis for logistics and supply chain initiatives that drive strategic savings and business-wide results.
- **Logistics Performance Reporting (60%)**
 - Manage the data gathering and reporting of logistics activities in the areas of transportation and store operations, carrier management, and freight expenditures.
 - Produce report cards to communicate performance that are specific to each area of Corporate Logistics and drive lowest landed cost initiatives. Management reports will also detail logistics financials, carrier accessorial expense, freight variance (exception) detail, and carrier performance results.
 - Continually modify and enhance reporting indices according to business requirements.
 - Manage the conversion of paper and manual period reporting to real time on-line reporting through data warehousing.
 - Support organizational data mining of ERP systems and Logistics software as needed.

Dimensions/Scope:

- Support and develop reporting to meet the Supply Chain needs of a \$6.5B retailer
- Develop reporting tools.
- Drive supply chain savings through network optimization

Internal and External Relationships:

- Will work with many cross-functional areas within Bed Bath & Beyond, including Purchasing, IT, Operations Support, Vendor Compliance, and Finance.
- Responsible for relationships and interaction internal to Logistics in the areas of Transportation Management and Logistics Operations.

Challenges:

The greatest challenges of this position will be to manage the time sensitive goals of several technology based initiatives that have organizational impacts and interactions with many Bed Bath & Beyond teammates.

Knowledge and Experience:

This position requires a high level of Information Systems knowledge in the areas of Finance/Accounting, Logistics Operations, Field Operations, and Supply Chain Operations. The position requires excellent communication ability with all levels. **Superior trouble-shooting, analytical and decision making skills paramount.** Strong background using Network Optimization software. Database development (Oracle, MS Access), programs authoring, and project management experience a must. Degree in IS, Logistics, or Finance required.

Position Guidelines

**BED BATH &
BEYOND**
Beyond any store of its kind.™

Job Title: Sr. Customs Compliance Specialist

Supervisor's Title: Director, International Supply Chain

Department: Supply Chain

Location: Union, NJ

Basic Purpose: In one or two sentences, provide a brief statement of the overall purpose or function of this position. Try to answer the questions, "Why does this position exist?" Begin with the phrase, "This position is responsible for..."

This position is responsible for providing technical, analytical and procedural leadership regarding Bed Bath & Beyond's customs compliance activities. They will handle day to day operational issues, and lead all customs/import-related projects as it relates to the necessary elements of Customs Compliance when Importing or Exporting goods to our stores/customers.

Principle Accountabilities: Describe this position into accountabilities. List in order of importance. For each principal accountability, describe **What** is done (the action), **How** it is done (method or means), **Why** it is done (The end result expected), and **percent** of time spent on each accountability.

Projects (50% of time)

- Complete Customs Duty Payment Project to identify, report and resolve any duty payment issues
- Lead internal/external Focused Assessment regarding current Customs Compliance status
- Create/publish a Customs Compliance Guide
- Help prepare organization for CT-PAT certification and application process
- Investigate possibilities for duty reduction to include Foreign Trade Zone (FTZ's, material content analysis, country of origin sourcing, etc.)

Operations (40% of time)

- Maintain customs compliance of import operations by staying abreast of applicable government regulations and rulings to ensure no fines and/or penalties are levied
- Define and review current systems to ensure customs compliance related to accurate duty calculations; at entry, receipt and vendor payment
- Validate/approve duty statements (ACH)
- Work with vendors to ensure proper documentation is being furnished to US Customs so timely entries can occur on every shipment imported into the US. Provide feedback to Vendor Compliance on issues that are recurring and strategic to the success of the program.

Relationships (10% of time)

- Assist and instruct Buying Office regarding Customs compliance questions/issues (i.e. vendor payment, Letters of Credit, Wire Transfers, etc.)
- Meet with Product Development group to better understand future product introductions, components, sourcing decisions, etc. to proactively address/resolve issues/concerns

Dimensions/Scope: Provide important data, specifically applicable to this position, that will best describe or measure its size, influence, or effect on the business (items/areas which are managed, safeguarded, controlled, influenced, or impacted in a measurable way).

- Provide technical leadership regarding Bed Bath & Beyond's customs compliance activities
- Define and review current Customs/import-related systems and recommend improvements to enhance organizational compliance and performance
- Create relevant Key Performance Indicators (KPIs) to accurately measure and report on Customs compliance-related activities
- To oversee the work, as needed, of any third parties hired to provide Customs compliance related work (i.e. Customs Duty Payment Project, Focus Assessment, etc.)

Internal and External Relationships: Briefly describe the nature, frequency and purpose of this position's contacts with associates inside and outside of Bed Bath & Beyond

- Must possess a demonstrated ability to develop and enhance strong business relationships with key stakeholders
- This position will interface heavily with several internal areas (i.e. Supply Chain, Finance, Import Warehouses, etc.) and numerous external service providers (i.e. brokers, forwarders, etc.)
- Act as technical liaison between Supply Chain and Buying Office regarding all Customs related activities to ensure any compliance-related issues/concerns are identified and resolved prior to product purchase
- Provide back up support to other department members as needed

Challenges: Briefly describe this position's greatest challenges, problems, or those opportunities to which decision making and/or creative skills must be applied.

- Must be flexible and able to multi-task on competing priorities
- Must possess a sense of urgency towards work completion and be able to work effectively under pressure
- Must be able to interact well with others, including Buyers, Planners, Merchandise Vice Presidents, Warehouse operators and Bed Bath & Beyond's Supply Chain Group.
- Organization is going through significant growth and is therefore looking at those that can handle aspects of the business that are in their infancy stages.

Knowledge and Experience: Indicate any specialized or technical knowledge that is required to accomplish the accountabilities of this position. Qualify these prerequisites as either "essential" or "desired" (include education, nature and/or number of year's experience, etc.).

- Requires extensive knowledge of US Customs laws and regulations to assure extensive and accurate import/export record keeping impacting all duty payments
- 5+ years import and/or brokerage-related experience in a fast paced international transportation environment - essential
- Must be a licensed Customs Broker
- BS/BA Degree in Supply Chain, Logistics, Operations Management, International Trade - desired
- Effective interpersonal communication skills required (oral and written) with ability to relate with multiple internal stakeholders (i.e. Buying Office, Finance, Product Development, etc.)
- Solid PC skills required, with an emphasis on Microsoft Office products (i.e. Excel, Word, Access, etc.)
- Must be detail oriented

Position Description



Job Title: Transportation Network Analyst

Level:
Analyst

Position #:

Supervisor's Title: Manager, Corporate Logistics

Department: Corporate Logistics

Location: Union, NJ

Basic Purpose:

This position is responsible for identifying logistics cost control initiatives through the development and maintenance of data management tools, ERP systems mining, and ad hoc analysis. The role will work with many cross-functional areas within the Bed Bath & Beyond organization to accomplish these objectives.

Principle Accountabilities:

- **Transportation network and carrier management (60%)**
 - Manage the data gathering and reporting of logistics activities in the areas of transportation and store operations, carrier management, and freight expenditures.
 - Develop software tools to enhance tracking, tracing (EDI), and cost reduction analysis (shipment consolidation).
 - Work with carriers on tactical level issues that come up and help define strategic solutions to improve service and operating efficiency.
 - Produce report cards to communicate performance that are specific to each area of Corporate Logistics and drive lowest landed cost initiatives. Management reports will also detail logistics financials, carrier accessorial expense, freight variance (exception) detail, and carrier performance results.
 - Continually modify and enhance reporting indices according to business requirements.
 - Manage the conversion of paper and manual period reporting to real time on-line reporting through data warehousing.
 - Support organizational data mining of ERP systems and Logistics software as needed.
- **Logistics Decision Support Resource (40%)**
 - Work with senior logistics staff in developing network models and perform supply chain optimization analysis.
 - Support ongoing analysis for logistics and supply chain initiatives that drive strategic savings and business-wide results.

Dimensions/Scope:

- Support and develop reporting to meet the Supply Chain needs of a \$6.5B retailer
- Develop reporting tools.
- Drive supply chain savings through network optimization

Internal and External Relationships:

- Will work with many cross-functional areas within Bed Bath & Beyond, including Purchasing, IT, Operations Support, Vendor Compliance, and Finance.
- Responsible for relationships and interaction internal to Logistics in the areas of Transportation Management and Logistics Operations.

Challenges:

Building reporting tools and standard operating processes from the ground up. Will require experience and conviction to accomplish these goals.

Knowledge and Experience:

This position requires a high level of Information Systems knowledge in the areas of Logistics Operations, Warehouse Operations, and Supply Chain Operations. The position requires excellent communication ability with all levels. **Superior trouble-shooting, analytical and decision making skills paramount.** Database development (Oracle, MS Access), software authoring, and project management experience a must. Degree in Logistics, Operations Research, or Finance required.