

**Subject:** Current Job Postings  
**From:** "Gina O'Leary" <gina.oleary@searchlogixgroup.com>  
**Date:** Mon, 27 Mar 2006 16:36:25 -0500  
**To:** "Gina O'Leary" <gina.oleary@searchlogixgroup.com>

**Below are postings for retained searches we are working on. Please share this email with anyone who you feel may be a match.**

**We invite confidential submission of resumes; candidates should complete a candidate profile at <http://searchlogixgroup.com/resume/submit.htm> or as a second choice, email their information and requirements to [resumes@searchlogixgroup.com](mailto:resumes@searchlogixgroup.com).**

**We are also working on other searches across the U.S. Please visit our job board at [www.searchlogixgroup.com](http://www.searchlogixgroup.com) for information and details.**

**Thank you and please let us know, via return email, if you do not wish to receive emails of this nature from our company. We will immediately remove you from our lists.**

**Many thanks!**

**Gina O'Leary**  
**General Manager**

---

### **Shift Operations Manager**

**Responsibilities:** Come join this team and be a part of a growing industry leader! You will be responsible for forecasting and managing the production levels for the Distribution Center's five main departments (Bulk, Shipping, Forklift, Receiving & Repack). This is a highly active and visible role encompassing selecting, training and maintaining & developing staff to meet daily operational goals. Reporting directly to the Regional Vice President, you will have direct management responsibilities for up to 5 Department Managers and indirectly for up to 200 hourly non-exempt associates.

Other responsibilities include:

- Forecast and manage production levels for DC's five main departments (Bulk, Shipping, Forklift, Receiving and Repack). Ensure all operational performance measures (quality, quantity, cost, etc.) are met.
- Achieve maximum customer service by ensuring compliance with quality standards
- Troubleshoot operational issues and take corrective action to ensure standards are met.
- Establish and maintain operational procedures for activities such as verification of incoming and outgoing shipments, handling and disposition of materials, maintenance of inventories and salvaging of damaged materials.
- Select, train, develop and maintain appropriate staff to meet daily and future operational goals. Develop management team through active development planning and performance management programs. Provide frequent feedback, counsel and advice to team members and associates as appropriate.
- Ensure appropriate cross-departmental communication occurs ensuring that policies and procedures are clearly understood and followed and that operational objectives are met.
- Develop and maintain safety programs including appropriate training, communication sessions and

- emergency drills fulfilling all OSHA requirements and ensuring the safety of all personnel.
- Evaluate security and physical condition of the Distribution Center to ensure compliance with regulatory requirements.
- Provide appropriate reporting as required

**Education/Qualifications:** MS Office Suite, Bachelor's Degree and previous experience in a start up environment preferred. Ideal candidates will have 5 - 10 years previous "Big Box" Distribution Operations Management experience. Warehouse Management System (WMS), preferably Catalyst or PkMS, as well as familiarity with Radio Frequency and pick-to-light systems desired. Must be flexible to work multi-shifts in a fast-paced production environment. Excellent oral, written communication and interpersonal skills are key for all positions, as well as strong planning and organization skills.

Please refer to job number 17157sn when referring to this posting.

**Salary:** 75k base. Excellent comprehensive benefits package!

**Relocation:** Yes. This position is in the Rome, NY area.

**Apply:** Complete your candidate profile at [www.searchlogixgroup.com](http://www.searchlogixgroup.com) and refer to job posting 17157sn or as a second choice, email your information and requirements to [resumes@searchlogixgroup.com](mailto:resumes@searchlogixgroup.com). Only candidates who appear to meet the above criteria will receive a response.

---

### **Senior Procurement Specialist**

**Responsibilities:** Astounding opportunity to join industry leader! This position will be responsible for evaluating contracting risk and formulate risk mitigation plans; conduct comprehensive SOW's and RFP's; conduct detailed fact finding and negotiations of competitive and single/sole source proposals; formulate detailed subcontracts and other requirements; prepare comprehensive file documentation consistent with established internal policies and procedures' and administer multiple, technically complex, high dollar value supply, construction/remediation, services and consulting contracts/subcontracts including resolving claims/disputed through application of ADR and similar techniques.

Responsible for promoting effective and consistent complex contract administration for contracts within the assigned division(s) of a multiple division corporation. Primary coordinator/team leader over a variety of functional specialists, such as auditors, cost accountants, engineers, cost analysts, and attorneys to prepare the Government position/conduct negotiations with the contractor. Continual planning to integrate the actions involving contractual obligations/responsibilities of both Government and the contractor. Develop/maintains systems to evaluate/monitor contractual performance related to delivery, cost, amount of progress, advance payments, effective use of Government-furnished property, scheduling/ usage of facilities, management of overhaul of aviation maintenance/repair efforts.

**Education/Qualifications:** BS/BA required; MBA and CPM desired. 8-10 years of progressive procurement experience leading sourcing teams in construction and/or environmental remediation services. Must have 5-7 years experience in conducting fixed price and cost reimbursable procurements under various federal government agencies (e.g. DoD, DoE, DoI, EPA) contract requirements. Working knowledge of FAR and other government agency acquisition regulations required. International procurement experience desirable. Excellent relationship building, analytical, negotiation, influence, contracting and communications skills are necessary.

Please use job number 20158sn when referring to this position.

**Salary:** 65k base. Plus benefits package!

**Relocation:** Yes. This position is in the Atlanta, GA area.

**Apply:** Complete your candidate profile at [www.searchlogixgroup.com](http://www.searchlogixgroup.com) and refer to job posting 20158sn or as a second choice, email your information and requirements to [resumes@searchlogixgroup.com](mailto:resumes@searchlogixgroup.com). Only candidates who appear to meet the above criteria will receive a response.

---

### **Warehouse Coordinator**

**Responsibilities:** Astounding opportunity to join industry leader! This position requires sales and analytical skills. Ideal candidate will be organized and have the ability to develop and maintain business relationships. In this role you will serve as a liaison between the clients and company. It requires someone bright, articulate, and very customer service oriented.

As a Warehouse Coordinator you will identify, acquire and maintain manufacturer users of the company's web-based supply chain logistics solution. You will analyze manufacturer's current fulfillment and transportation system, identify inefficiencies, illustrate and quantify efficiencies and savings gained through the company's system, negotiate service contracts and terms, and manage ongoing relationship with client. You will also expand manufacturer's current service usage as business needs evolve and grow. Monthly price negotiations with transportation carriers and development of customer service programs will also be part of your role.

**Education/Qualifications:** Minimum two (2) years of successful logistics sales management and operations experience. The candidate will have significant experience in a sales management or operations role related to logistics including supply chain management, warehousing, transportation, fulfillment, VMI, APS and ATP activities and techniques with demonstrated success in the Internet or high technology space. Results-oriented, strong communication skills, sales management skills, and organizational and administrative skills. Demonstrated success in negotiating and closing deals. BA / BS degree is required.

Please refer to job number 20159sn when responding to this position.

**Salary:** 45k base plus excellent comprehensive benefits package!

**Relocation:** No. This position is available in the Madison, IL and Dayton, NJ areas.

**Apply:** Complete your candidate profile at [www.searchlogixgroup.com](http://www.searchlogixgroup.com) and refer to job posting 20159sn or as a second choice, email your information and requirements to [resumes@searchlogixgroup.com](mailto:resumes@searchlogixgroup.com). Only candidates who appear to meet the above criteria will receive a response.

---

### **Branch Manager**

**Duties and Responsibilities:** The Branch Manager will be responsible for developing, implementing, and administering policies and procedures. In addition to monitoring and controlling the daily operation, the Branch Manager is responsible for developing necessary strategies for operational success and revenue growth. The Branch Manager has overall responsibility for branch profit and loss. The Branch Manager will consult with and accept advice/direction from the Regional Manager/Division President on a regular basis.

The Branch Manager will also be responsible for:

- Preparing annual operating budget for the branch and managing the branch profit and loss statement. Anticipating, and addressing variances that affect performance and taking action to meet objectives.
- Directing the operation of the branch through knowledge of a compliance with operating methods and procedures, administrative rules and guidelines

- Recruiting, hiring, coaching, motivating, and managing the performance of staff, including supervisory, sales, and administrative staff. Assuming ultimate responsibility for hiring route crews, vaults, and money room personnel. Directly responsible for the counseling, disciplining, conduct, and evaluation of the Sales Representative, Operations, Manager, Managers/Supervisors on a daily basis.
- Building teamwork while adhering to local and corporate goals, policies, and procedures.
- Determine the most customer responsive, cost effective manner to service accounts.
- Developing and implementing branch marketing and sales plans in line with agreed upon objectives and style.
- Ensuring that customer service goals are met by all levels of employees. Maintaining contact with customers on a regular basis.
- Managing the risk inherent in the operation. Ensuring that no cargo is lost or left at risk.
- Completing all administrative and accounting requirements. Collecting payables in a timely fashion.

**Education/Qualifications:** Bachelor's degree preferred + 2-5 years experience as a Branch Manager  
Excellent Management Skills, Strong Organizational Skills, Experience in Inventory, Planning, and Budgeting

**Salary:** 40K + Excellent comprehensive benefits package!

**Relocation:** No. Positions available in Savannah, GA and Fort Meyers, Fla

**Apply:** Complete your candidate profile at [www.searchlogixgroup.com](http://www.searchlogixgroup.com) and refer to job posting 20200SN or as a second choice, email your information and requirements to [resumes@searchlogixgroup.com](mailto:resumes@searchlogixgroup.com). Only candidates who appear to meet the above criteria will receive a response.