



JOB TITLE: Inbound Logistics & Receiving Lead
REPORTS TO: Senior Manager of Fulfillment and Custom Assembly

FLSA STATUS: Non-Exempt
JOB LOCATION: San Diego, CA
POSITION TYPE: Full-Time

JOB PURPOSE:

The Inbound Logistics & Receiving Lead is responsible for the physical receipt and logistics management of all inbound product to our San Diego warehouse. This is a high activity role and requires accuracy, versatility, and excellent organizational skills. The successful candidate will primarily interface with internal departments including Warehouse, Project Management, Product Engineering, Supply Chain, Accounting, and our China team to accomplish daily tasks. The candidate will also manage our inbound freight forwarder relationships, and brokerage partners. He/she will provide exceptional customer service and support to maintain and strengthen our processes and procedures. Environmental Lights is a fast-growing Inc. 5000 company that offers outstanding career and compensation growth opportunities for entrepreneurial-minded employees.

JOB DUTIES & RESPONSIBILITIES:

- Inbound Logistics:
 - Responsible for all inbound product tracking, and import clearance approvals and documentation: ISF filings, Entry Summaries, HBLs, Commercial Invoices, Packing Lists, 7501s, COOs, etc.
 - Serves as back-up resource for the Inbound Shipment process in Netsuite to ensure all in-transit inventory is recorded, tracked, and received efficiently
 - Develops, updates, and distributes in-transit inventory reporting to key stakeholders
 - Negotiates rates with inbound carriers, and drive problem resolution
 - Assists Finance team with product Landed Cost reconciliations and calculations, as required.
 - File carrier damage claims and monitor until resolution
 - Provide inbound shipping quotes upon request
 - Develop inbound logistics metrics for greater cost savings and reduced transit times
- Receiving
 - Properly accounting for the location of incoming goods.
 - Physical receipt and put away
 - Assures no damaged items are received and keeps running log of receiving discrep
 - Receive, test and document customer returns using set procedures.
 - Evaluates transactions to resolve count discrepancies.
 - Compare packing lists to company purchase orders and ensure that the products match.
 - Plays a significant role in error detection and process improvement pertaining to item receipts and physical organization.
 - Communicates with product development and supply chain on ways our vendors can improve shipping and packaging
 - Coordinates with supply chain to ensure inbound orders are received properly upon physical receipt.

QUALIFICATIONS & SKILLS:

- Minimum of 3 years' experience of inbound logistics in a fast-paced warehouse environment with a focus on item receipts and inventory.
- Excellent attendance history
- High school diploma
- Requires mathematical skills to perform basic functions and calculations
- Good communication skills
- Very organized, accurate, detail-oriented, and professional

- Team player with positive attitude
- Knowledge of Microsoft Office a plus

PHYSICAL REQUIREMENTS:

- Manual dexterity.
- Occasionally work in adverse weather conditions.
- Able to lift heavy boxes and equipment (up to 50+ pounds on occasion).
- Able to be on your feet for 8+ hours of the day.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus.
- Ability to drive and operate Fork Lift (once trained and certified).

Although Environmental Lights operating hours are 8:00 am – 5:00 pm, must be willing to work overtime occasionally, arrive early or work on the weekends.

We are an Equal Opportunity Employer dedicated to a diverse work force and drug free workplace.