



Warehouse & Logistics Manager (Full-Time, Hourly)

Updated April 2021

How to apply: After reading the job description entirely, please submit both a **resume and cover letter to apply@rebellyous.com** explaining how your experience fits the skills needed in this position. We are seeking to hire for this position immediately.

About Us: Rebellyous Foods is an early-stage, plant-based food start-up. As a food production and manufacturing technology company, we are working to substantially increase the volume and lower the price of specific, high-quality plant-based meat products to effectively serve the institutional market to replace animal-based meat on a large scale.

Rebellyous Foods is seeking a full-time conscientious, flexible, and detail-oriented **Warehouse & Logistics Manager** who can provide leadership and expert advice on all logistic matters, enjoys making a difference, being a part of a team, takes pride in working in a fast-paced, constantly changing early-stage startup environment, and thrives working in an intense food manufacturing workplace.

The **Warehouse & Logistics Manager** will work closely with Supply Chain Management and any other departments as necessary. This position reports directly to the Director of Manufacturing & Distribution.

Salary: \$26 - \$28 an hour, but commensurate with applicable experience. Rebellyous Foods offers PTO during the calendar year. At this time, as a small start-up, we do not yet offer health insurance benefits.

Location: West Seattle production facility.

Key responsibilities will include, but are not limited to:

Inbound Shipments

- Create a robust delivery/pickup appointment structure and make recommendations for use of systems to facilitate the same.
- Work closely with Supply Chain Manager and relevant parties to coordinate receiving of RM, equipment and any inbound deliveries.
- Validate paperwork and QC deliveries before receiving and communicate with appropriate parties to ensure documentation and information flow happens in a smooth and efficient manner.

Outbound Logistics

- Monitor Sales Orders, communicate with Business Development as necessary regarding any delivery requirements
- Order processing/tracking, transportation, warehousing, and fulfillment of local deliveries of sample shipments and freight. This includes coordination with vendors, distributors, customers, and internal employees.
- Information maintenance - accurate fulfillment execution and documentation (physical and in ERP)
- Support onboarding of distribution partners by reviewing documentation and assessing existing processes and capacity.
- Maintaining Distribution partner database and requirements, and working closely with relevant departments ensuring compliance at all times.
- Project Management- Lead logistics capacity maximization project, and other projects as necessary
- Work with co-manufacturers to ensure timely movement of raw materials and products.
- Support delivery of finished goods and samples as needed.
- Make recommendations on scaling up the Logistics department.
- Manage loading dock schedule and traffic to ensure each delivery and pick-up runs smoothly. Maintain a close collaboration with production and operations staff to avoid congestion and scheduling conflicts.

Material Management

- Work closely with Supply Chain Manager to establish and maintain GMPs and protocols for raw material management, including receiving and storage in compliance with all quality control standards and food safety protocols.
- Work closely with Supply Chain Manager to establish and maintain GMPs and protocols for finished goods management, including receiving, storage, and shipping in compliance with all quality control standards and food safety protocols.
- Warehouse management - work closely with Supply Chain Manager to maintain orderly and accurate warehousing of raw materials, clean environment, compliant with SQF and all SOPs.
- Finished goods freezer management - work closely with Supply Chain Manager to maintain orderly and accurate warehousing of finished goods, clean environment, compliant with SQF and all SOPs.
- Oversight of raw material and finished product inventory storage.
- Communication facilitator. Maintaining the flow of information. Coordinating and collaborating with all stakeholders (internal and external) so that they jointly plan, operate, and execute business decisions as one entity.
- Measuring and assessing department KPIs.

Qualifications:

- Computer-savvy with a working knowledge of logistics software (ERP)- 3+ years of experience preferred

- 3+ years of shipping, receiving, warehouse operations, inventory management, and shipping/receiving operations experience
- Commitment to food safety
- Experience and education (may be practical) in receiving and dock management
- Experience using delivery/appointment portals
- Experience managing teams is preferred
- Ability to work with little supervision and track multiple processes
- Communicate with freight partners, retailers, customers, etc. to achieve profitable deals and mutual satisfaction
- Experience ensuring premises, assets and communication ways are used safely and effectively
- Experience preparing accurate reports for upper management
- Ability and experience to build relationships with freight companies
- Experience in the food industry is a plus
- Excellent communication skills - written and verbal
- Highly organized and independent approach to follow-up tasks
- A commitment to excellence
- Exceptional experience completing tasks to a high standard of professionalism and attention to detail
- Desire to work in a fast-paced, demanding food production, startup environment
- A passion to make the plant-based meat industry succeed

Non-Discrimination and Anti-Harassment Policy: At Rebellious Foods, we aim to attract the most qualified and creative problem-solvers to the mission of providing sustainable, affordable meat alternatives. In achieving that goal, Rebellious Foods does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of our operations. Women, minorities, people of color, and those with non-traditional educational and experiential backgrounds are encouraged to apply. Further, we are committed to providing an inclusive and welcoming environment for all members of our staff, subcontractors, vendors, and clients. Discrimination or harassment in any form or based on any of the above factors is prohibited, as is retaliation against a person who has made a complaint or given information regarding possible violations of our policy.