

**Logistics Manager Job Purpose:** Provides materials, equipment, and supplies by directing receiving, warehousing, and distribution services; recruiting and supervising volunteers needed to completed daily operations. Recommended that they live near the Dulles Airport and must be able to lift boxes of weighing 30 pounds.

Essential Job Functions:

Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and procedures.

Controls inventory levels by conducting physical counts and submission of Receiving, Shipping Logs to the BOB Program Coordinator.

Reconciling inventory once a year during the months of November - December

Maintains physical condition of warehouse space.

Achieves objectives by mailing packages at the lowest costs.

Maintains warehouse volunteers by recruiting, selecting, orienting, and training volunteers.

Maintains warehouse volunteers results by coaching, counseling, planning, monitoring, and appraising job results.

Contributes to team effort by accomplishing related results as needed.

Other duties as assigned.