



UIBS

3941 Southeastern Way, Suite A
West Columbia, SC 29169
(803) 915 – 7890 | info@uibsus.com

Job Title: Logistics Assistant Manager
Job Type: Full-time, Salary, Exempt, On-site

Job Description:

We are looking for an experienced and confident plant manager to join our team. In this role, you will be responsible for managing the day-to-day operations on the plant floor while increasing production and revenue. You will manage scheduling, oversee daily operating reports, and increase production by providing leadership and developing strategic plans. You should be a strong leader with an analytical mind and excellent interpersonal communication skills.

Your duties will include:

- Monitor all operations and processes to ensure efficiency and effectiveness across the logistics function.
- Prepare detailed operating reports and budgets to track performance and inform strategic decision-making.
- Maintain a safe work environment by adhering to and enforcing all safety regulations and protocols.
- Ensure compliance with all legal requirements, company policies, and local and state health and safety regulations.
- Manage scheduling and workflow for a fully operational team, ensuring adequate staffing levels to meet business needs.
- Oversee daily floor operations to ensure smooth functioning and address any issues that arise promptly.
- Develop and implement strategies to enhance productivity and optimize production processes.
- Oversee all aspects of shipments, including incoming inventory and storage operations, to ensure timely and accurate delivery.
- Identify and eliminate unnecessary processes to maximize productive time for employees.
- Facilitate conflict resolution among departments and employees to promote a positive work environment.
- Report and track expenses diligently to identify opportunities for cost reduction and improved financial performance.



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- Analyze production metrics and data to identify trends and areas for improvement, driving continuous enhancement of logistics operations.
- Assist in the hiring and training of new employees, ensuring they are equipped with the necessary skills and knowledge.
- Coordinate maintenance and repairs of equipment and facilities to ensure a safe and efficient working environment.

Your qualifications are as follows:

- Strong interpersonal communication skills
- KOR/ENG Bilingual is a plus.
- Bachelor's degree in business management, business, or related field preferred; master's in business administration or management is a plus.
- 2-4 years of previous experience as a plant manager, supervisor, or related position
- Strong knowledge of local, state and federal health and safety regulations
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- STEM OPT and H-1B Visa sponsorship opportunities available

Your benefits are as follows:

- Medical, Dental, and Vision insurance
- 401K matching
- Relocation Assistant
- PTO
- Paid holidays
- Visa Sponsorship (STEM OPT, H1 only)
- Mobile Phone provided