



UIBS

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

Job Title: Logistics Specialist

Job Type: Full-time, Salary, Exempt, On-site

Job Location: Elizabethtown, KY

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.
- 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.



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Your qualifications are as follows:

- Strong interpersonal communication skills
- KOR/ENG Bilingual is required
- Bachelor's degree in logistics, SCM, business management, business, or related field preferred; master's in business administration or management is a plus.
- 0-2 years of previous experience as logistics, SCM, warehouse or related position
- 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

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