

Job Opportunity: Logistics Analyst



Summary

475 is a rapidly growing Brooklyn-based startup that imports, distributes, and advises on high performance green building components throughout North America. We're focused on transforming the North American construction marketplace from coast-to-coast toward low-energy, Passive House high-performance building design, with a focus on sustainable materials.

We seek a highly motivated Logistics Analyst interested in logistics planning, international supply chain management, procurement, and inventory management. In this role, you will have the opportunity to be involved in the management of a growing green business, as well as interact with designers, architects, engineers, and green building firms across NYC and throughout North America.

Responsibilities

- Utilize our ERP & inventory management systems to prioritize and manage customer orders
- Supply Chain Management
 - Coordinate with international suppliers and warehouses to maintain tight inventory control, perform regular cycle counts and establish procedures to ensure inventory optimization and integrity
 - Work directly with our US and Canadian warehouses as well as our ground and LTL carriers to ensure orders are fulfilled according to schedule
- Reverse logistics / returns management
- Support sales team through outreach, delivery, and customer management
- Opportunity to attend 475 events, training, and conferences

Requirements

- Bachelors degree or above
- Proficient in Microsoft Office, especially Excel
- Strong attention to detail, with a proven ability to track and manage several processes at one time
- Proactive, with the ability to manage time effectively with little supervision
- Excellent communication skills, especially over phone and email, with an ability to interact with diverse personalities across a wide range of companies
- Ability to lift 30lbs. The position periodically requires standing, walking, bending, kneeling, stooping & crouching.

Desired Qualities

- Strong interest in logistics and supply chain management
- Interest in high-performance building practices, especially Passive House
- Demonstrated problem solving abilities
- Ability to work as a member of a team, and to assist in roles outside of the original job scope
- Amiable with a good sense of humor
- Preference will be given to candidates with experience in the following areas
 - Fishbowl or other logistics management / ERP software, Salesforce or other sales management software, Big Commerce, Shopify or other ecommerce platforms
 - Import/export, customs, and international trade experience
 - Business, architecture, construction, or sustainability planning experience is a plus

Abundant career growth opportunities. Transportation, training, 401k and health insurance benefits offered. Annual compensation \$50,000-\$80,000 dependent on experience.

This position is based at our headquarters in Brooklyn, NY.

Send résumé and cover letter to careers@foursevenfive.com; subject: "475 Logistics Analyst"