



## **Full Job Description**

**We love what we do! At Aspen Surgical we live our values of Respect, Transparency, Speed, Empowerment, Passion and Fun every day. This caring dedication creates and builds exceptional products that drive the industry standard making a real and lasting impact on people's lives around the world. We strive to be the best, while providing the tools, resources, and support needed to set our team members up for success. Do you want to be appreciated for your hard work? Be a member of a dynamic, fast-growing organization? View your job as a joy rather than a burden? Then we have a position for you!**

**PURPOSE OF THE ROLE:** To oversee global logistics, transportation, and compliance, negotiate contracts with suppliers and audit process and deliver.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** – Other duties may be assigned

- **Oversee Aspen's company-wide logistics program to ensure the accurate, timely, and efficient flow of materials and products in order to best service internal and external customers.**
- **Manage carrier relationships and performance in line with stated objectives and service level commitments**
- **Control transportation expenses to operate within budget guidelines.**
- **Continuously monitor and analyze logistics network and freight spend; identifying opportunities to improve service and financial performance**

- **Oversee third-party freight pay and audit program, driving improvements in accuracy and timeliness of carrier invoicing and payment. In addition, establish reporting and metric systems to facilitate detailed analytics targeted at identifying improvement opportunities**
- **Serve as Aspen's trade compliance expert, ensuring all international trade is executed safely and lawfully.**
- **Utilize internal and external partners to develop cross-functional teams to set and achieve and performance objectives.**
- **Create and maintain Standard Operating Procedures for the logistics organization. Lead Continuous Improvement initiative to constantly test and evaluate procedures and optimize efficiencies.**
- **Assist Leadership with the creation and implementation of strategic initiatives. Maintain and review priorities with teams on a daily, weekly, monthly, quarterly, and annual cadence.**
- **Demonstrate willingness and ability to assist all Logistics teams with duties as needed.**
- **Other duties and responsibilities as assigned.**

#### **EDUCATION, EXPERIENCE, QUALIFICATIONS AND SKILLS:**

- **Bachelor's degree in Logistics, Business Administration, Supply Chain Management, Operations Management or an equivalent combination of education and experience.**
- **Minimum 5 years prefer 5-7 year of of transportation and/or logistics management experience.**
- **Demonstrated understanding of logistics best practices and transportation cost analysis with track record of accomplishments**
- **Experience with carrier management; specifically, with regard to contract negotiations, administration, and performance management**

- Demonstrated excellence leading a logistics organization, developing people and processes.
- Detailed and analytically oriented
- Excellent verbal, written, and interpersonal communication skills
- Proficient in Microsoft Office including, word, excel and Outlook
- Certification in APICS or ISM a plus
- A cultural competency that values and promotes diversity, equity and inclusion in the workplace.

#### **PHYSICAL REQUIREMENTS:**

**NOTE:** The inability to perform any of the following physical requirements does not preclude an applicant from consideration unless, following an individualized analysis, it is determined that the physical requirement

is an essential job function and the applicant is unable to perform such function with or without reasonable accommodation

- Ability to sit, stand, walk, use computer and electronic devices

At Aspen Surgical, we strive to build a diverse work force through equal opportunity employment that embraces and leverages the differences that each individual has to offer. This job description is only a summary of the typical functions of the job and not intended to be an exhaustive list of all job responsibilities, tasks, and duties. Aspen Surgical Products, Inc. is an equal opportunity Employer F/M/Disability/Vet/Sexual Orientation/Gender Identity.

**Job Type: Full-time**