



## **VACANCY - Warehouse, Facilities & Logistics, Manager**

Employment Type: Permanent – Full-Time

Location: Jamaica, Spanish Town

### **About Food For The Poor**

Food For The Poor, one of the largest international relief and development organizations in the nation, does much more than feed millions of the hungry poor primarily in 17 countries of the Caribbean and Latin America. This interdenominational Christian ministry provides emergency relief assistance, clean water, medicines, educational materials, homes, support for orphans and the aged, skills training and micro-enterprise development assistance. "Join us in our mission to serve the poorest of the poor."

### **Overall Responsibility:**

The Warehouse, Facilities & Logistics Manager, is responsible for overseeing all aspects of warehouse operations, facilities management, and logistics coordination. The incumbent ensures the effective receiving, storage, and dispatch of goods; the safety, maintenance, and efficiency of FFP facilities; and the seamless coordination of transportation and logistics services. The role combines strategic planning, operational execution, and team leadership to ensure alignment with FFP's mission and compliance with local and international standards.

This role requires a trusted and highly confidential professional, loyal to FFTP's mission and leadership, and committed to always embodying the organization's Christian values.

### **Duties & Responsibilities:**

#### **Warehouse Operations**

- Oversee daily warehouse activities, including receiving, storage, inventory management, and distribution of goods.
- Ensure accuracy and timeliness in the handling and movement of goods in compliance with standard operating procedures.

- Maintain Authorized Economic Operator (AEO) status and compliance with related requirements.
- Conduct inventory controls, including cycle counts, stock takes, and audits to ensure accuracy.
- Uphold safety, health, and environmental standards within the warehouse.
- Assign work and provide direction to Warehouse, Facilities, and Logistics staff.
- Approve operational adjustments within delegated authority to meet project goals.

### **Facilities Management**

- Manage the maintenance, repairs, and overall integrity of FFP facilities, including warehouses, office spaces, and grounds.
- Supervise renovations, additions, and custodial services to ensure safety and efficiency.
- Oversee fire, elevator, and safety inspections in accordance with local codes and regulations.
- Manage security company personnel on compound
- Manage vendor relationships related to facility services, maintenance, and inspections.
- Implement and monitor energy efficiency and environmental hazard management programs.

### **Logistics & Distribution**

- Coordinate transportation of goods to and from the warehouse, ensuring timely and cost-effective delivery.
- Develop and manage schedules for the dispatch of goods, aligning with project timelines and donor requirements.
- Liaise with drivers, internal departments, external partners, and recipients to ensure efficient logistics flow.
- Ensure compliance with customs, import/export regulations, and international shipping standards.
- Assign and track company motor vehicles to authorized staff members.

- Monitor and optimize fleet performance, maintenance, and safety.

### **Leadership & People Management**

- Supervise Warehouse Supervisors, Associates, and support staff across facilities and logistics functions.
- Supervise all contracted security personnel
- Provide mentorship, coaching, and training to staff, building team capacity and maintaining high performance.
- Establish clear work expectations, ensuring adherence to FFP policies, procedures, and ethical standards.
- Address personnel issues in a timely and professional manner, escalating as needed.

### **Strategic & Administrative Support**

- Prepare and manage departmental budgets for warehouse, facilities, and logistics operations.
- Identify and recommend policy, process, and system improvements for greater efficiency.
- Prepare and present regular reports to senior leadership on performance, compliance, and key outcomes.
- Support overseas facilities or logistics projects as required.

### **Other Duties**

- Perform any other duties consistent with the category, functions, and objectives of the job.

### **Qualifications**

#### **Education and Experience:**

- Bachelor's Degree in Logistics, Supply Chain Management, Operations, or related field (Master's Degree an asset)
- Certification in Project Management, Facilities Management, or Supervisory Management Studies
- Forklift certification and/or AEO-related training (an asset)

- Minimum 5 years' progressive experience in warehouse, logistics, or facilities management, with at least 3 years in a leadership role
- Experience with customs, import/export, or AEO requirements is an asset
- Proven track record of managing cross-functional teams and budgets

**Skills and Competencies:**

- Strong leadership, coaching, and conflict management skills.
- Efficient management of warehouse, facilities, and logistics operations.
- Compliance with health, safety, and regulatory standards.
- Timely and accurate delivery of goods to stakeholders.
- Proper maintenance and safety of FFP facilities.
- Excellent organizational and administrative skills, with high attention to detail.
- Strong financial and budget management acumen.
- Strong leadership and team management skills
- In-depth knowledge of warehouse, logistics, and facilities operations
- Excellent organizational and planning abilities
- Strong communication and negotiation skills
- Proficiency with warehouse management systems, logistics software, and MS Office Suite
- Analytical thinking and problem-solving skills
- Ability to work under pressure and make effective decisions