

Senior Logistics and Operations Manager

Job Description:

As the Senior Logistics and Operations Manager, you will assume responsibility for overseeing all logistical and operational facets at Stephanie Gottlieb. This pivotal role involves managing inventory, vendor and partner relations, customer purchase order operations and upholding stringent quality control and fulfillment measures in line with the standards of the luxury goods industry. You will report into the Director of E-Commerce and oversee the Assistant Manager of Logistics and Logistics & Inventory Coordinator.

Five days in office required

Base salary range \$75,000-\$100,000

Key Responsibilities:

- Manage and optimize all aspects of the order and fulfillment process, including procurement, inventory control, transportation, and logistics.
- Develop and maintain relationships with vendors, suppliers, and logistics partners.
- Implement and monitor security protocols for jewelry handling and storage to prevent loss, theft, or damage.
- Collaborate with ecommerce, sales, design, and production teams to ensure timely product deliveries and inventory management.
- Oversee the maintenance of operational systems, physical spaces, and equipment.
- Conduct quarterly inventory counts and work with finance to resolve inventory discrepancies.
- Develop and maintain weekly shipping and receiving reporting.
- Conduct analysis to identify and address any process deficiencies within the company and 3rd party vendors.
- Evaluate options for logistics and operations capabilities, including in-house development, outsourcing, or automation, and lead relevant initiatives as needed.
- Supervise and manage Assistant Manager of Logistics and Logistics & Inventory Coordinator by giving direction, monitoring performance and providing feedback.

Qualifications:

- Bachelor's degree in Business Administration, Logistics, Supply Chain Management, or a related field (Master's degree preferred).
- Minimum of 5 years of logistics and operations experience, preferably in luxury goods or high jewelry.
- Experience in Netsuite and Shopify a plus.
- Proven track record in managing high-value inventory with a focus on security and confidentiality.
- Excellent organizational skills with meticulous attention to detail.
- Exceptional leadership and team management abilities.
- Strong analytical and problem-solving skills.
- Excellent communication and negotiation skills.
- Proficiency in logistics software and inventory management systems.
- Discretion when handling confidential information.

Working Conditions:

- Office environment with occasional visits to local vendors.
- Requirement to handle high-value items with utmost care and discretion.