



# Logistics Manager

**To Apply:** send resume and note of interest to [careers@dailytable.org](mailto:careers@dailytable.org)

Daily Table is a nonprofit grocery store chain dedicated to providing access to healthy, affordable food to communities that need it most. Since 2015, Daily Table has offered customers a wide selection of fresh produce, grocery staples and made-from-scratch meals priced to be truly affordable for all budgets in an upbeat, welcoming shopping environment. The organization currently operates five stores in the Boston area with plans to expand.

Daily Table is looking for...

## Roles & Responsibilities

- Plan & evaluate driver routes and daily schedules to ensure timely deliveries to 5 Boston-area stores.
- Utilize Fleetmatics to monitor truck routes and respond to driver questions. Modify driver routes as needed based on weather, road conditions and changes in vendor/driver availability.
- Supervise, coach and train driving team (currently five staff). Recruit and hire new drivers as needed. Maintain driver records.
- Build and manage relationships with third-party logistics companies. Work with Sourcing Specialists and 3PLs to coordinate deliveries at stores or off-site storage as needed.
- Track vehicle mileage and maintenance schedules (preventative maintenance, state inspection and registration, DOT registration).
- Evaluate fleet and equipment needs regularly to ensure safety and maximum efficiency. Schedule vehicles for regular maintenance and secure alternate vehicles as needed.
- Manage off-site inventory, conducting regular inventory audits, and facilitate movement of inventory overflow between stores.
- Lead the search for additional cross-dock and off-site storage capacity.
- Other tasks and projects as assigned by the department lead.

## Desired Background & Experience

- Experience with box truck driving (24'-26' trucks, non-CDL) and maintenance.
- Demonstrated experience in inventory management, logistics and/or warehousing.
- Attention to detail and strong organizational skills.
- Self-directed & demonstrates the ability to proactively identify and resolve issues.
- A strong commitment to the mission of Daily Table.
- Strong communication skills, both oral and written.
- High sense of urgency and bias for action.
- Available to work varied hours/days as business dictates.
- Valid drivers license and ability to reliably commute to the Daily Table Office in Dorchester as well as our off-site storage locations in Chelsea and Waltham.
- Proficient computer skills.

*Daily Table is an equal opportunity employer and prohibits discrimination and harassment of any kind. All employment decisions at Daily Table are made without regard to race, color, religion or belief, national origin, sex, sexual orientation, gender identity and expression, age, disability, eligible veteran status, or any other protected status.*

## Salary:

\$55-65K annually depending on experience



**Job Type**

Full-time

75% In-Person

**Working Hours**

Monday – Friday with weekend availability

**Benefits**

Unlimited PTO

Health, Dental, and Vision Insurance

Access to Retirement Account

Enhanced Paid Family Leave

Employee Discount