



Job Title	<i>Logistics Manager</i>	Job Type	<i>Full-time, Exempt</i>
Reports To	<i>Executive Vice President</i>	Prepared	<i>October 21, 2021</i>

About New Leaf Biofuel

We are committed to San Diego. New Leaf is an established, family-owned business that has been operating in San Diego for more than a decade. We collect used cooking oil from local restaurants and sell the high-quality biodiesel we produce from it into the San Diego market. By reducing carbon emissions and improving the air quality in our community, we help lower asthma and cancer rates locally and help preserve our beautiful San Diego skyline. By using cleaner fuel, our children and grandchildren will get to experience clean, fresh air.

Employees that feel at home at New Leaf value hard work and enjoy taking ownership of their role. They like working in our friendly, open, and honest culture and have a passion for making our community safer and healthier for generations to come.

We do not take noncompliance for an answer. At New Leaf, we are committed to the highest standards of personnel safety and environmental protection. Through rigorous adherence to programs like IIPP, Process Safety Management, and Hazard Communication, New Leaf puts our employees' safety ahead of profits.

About the Position

The Logistics Manager oversees all scheduling necessary for incoming feedstock and chemicals as well as outgoing biodiesel loads at the New Leaf Biofuel plant and other related facilities. Additionally, they assist with accounting and regulatory compliance, as well as handling any other projects that may be required.

Duties and Responsibilities

- Schedule all incoming/outgoing fuel/oil/glycerin/methanol/methylate and other bulk materials based on purchase and sales orders.
- Maintain tracking and understanding of daily onsite inventory of fuel and oil and projections based on future commitments.
- Independently manage plant needs and schedule/reschedule loads as necessary to accommodate storage space, production, and demand.
- Coordinate with Operations department to anticipate production and potential issues.
- Coordinate with Oil Collections department to maintain knowledge of incoming volumes.
- Assist Marketing team with truck and rail logistics at other partner locations.
- Maintain ongoing record of fuel and oil contract status.
- Process fuel invoices.
- Track market pricing information.
- Process daily carbon credit transactions.
- Provide information for ongoing daily/weekly/monthly/quarterly/yearly carbon credit compliance and auditing reports and procedures.
- Assist in any necessary projects as requested by management.

Qualifications

- High school diploma or equivalent, Bachelor's degree preferred
- Knowledge of MS Office, expert in spreadsheet development and maintenance
- Two year minimum of logistics/dispatch experience
- Direct experience in scheduling and planning with customers and transport operators
- Ability to handle high call volume
- Customer service experience



- Basic office equipment (fax, scan, copier, multi-line phone)

Working Conditions

This is a salaried position. The employee must be available at all times (unless coverage is coordinated and scheduled) to communicate with the Operations staff regarding load schedules. The majority of work will be performed in an indoor office environment, but at times the employee will need to enter the manufacturing plant to coordinate with Operations staff.

Physical Requirements:

This position may require going out into the plant where PPE must be worn at all times. The employee may be exposed to loud environments while outside the office. Sitting may be required for extended periods of time.

Compensation

The target salary for this role is \$65,000-\$70,000, depending on experience. Benefits include 100% health insurance coverage for employees, dental, a 401k savings plan, and bonus potential. In addition, we love to foster a sense of community through company-sponsored events like baseball games, picnics, and other team-building events.

To Apply

To apply for this position, please send your resume to careers@newleafbiofuel.com with the email subject line: Logistics Manager-YOUR NAME. No phone calls, please.

New Leaf Biofuel is an equal opportunity employer, and all qualified candidates are encouraged to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity, expression, age, religion, national origin, citizen status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.