

HEAD OF WAREHOUSE AND LOGISTICS

New York

The Head of Warehouse and Logistics is responsible for Phillips' warehouse operations, art handling and internal logistics in the Americas. As a key member of the operations team and working in partnership with stakeholders from across the business, this position is critical in optimizing the efficient and safe flow of physical inventory through the business. Phillips values a workforce with a wide variety of experiences, backgrounds and skills, so we encourage you to apply even if you do not meet all of the qualifications.

Duties and Responsibilities

- Oversee day to day warehousing and other internal logistics activities at Phillips New York.
 - With a hands-on ethos, ensure the outstanding delivery of operations whilst also maintaining management discipline. Develop a detailed understanding of how logistics operates at Phillips and, through practical application, develop the insights necessary for finding improvements.
 - With a strong emphasis on analysis and innovation, continuously improve the physical flow of inventory, maximizing throughput and capacity, eliminating bottlenecks and streamlining touchpoints.
 - Ensure warehouse and internal logistics processes are efficient, identify opportunities to reduce cost and improve service levels. Develop and maintain effective reporting to support improvements.
 - Develop and lead a high performing logistics team, committed to operational excellence and the safe stewardship of unique works of art.
 - Manage staff deployment and responsibilities to meet daily business requirements and productivity targets. Manage the efficient utilization of variable / temporary staffing resources.
 - Develop, implement, and maintain effective warehouse procedures for accurate inventory management, orchestrate stock checks and cycle counts as required, including for any third-party storage locations.
 - Collaborate closely with key stakeholders in cross functional activities, in particular for shipping, gallery operations, cataloguing, photography, and technology.
 - Be responsible for identifying and managing key supply chain partners. Ensure the effective provision of services and strong collaboration.
 - Perform regular inspections of the warehouse, ensure high standards of maintenance, proper levels of necessary supplies and compliance with health and safety regulations.
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Professional Skills and Experience

- Strong attention to detail with high level of numeracy
- Exceptional oral and written communication skills
- Strong leadership skills with ability to manage up and down
- Growth mindset and strong work ethic
- Strong work ethic with the pro-active spirit to find opportunities to enhance processes and continuously seek improvements
- System-oriented thinking, with excellent resourcefulness and problem-solving skills
- Strong organizational skills and follow through
- Comfortable with data collection and analytics to draw actionable insights

Education and Training

- Bachelor's degree or equivalent experience, required
- 10+ years of experience in an operations role, ideally 3+ years of experience in people management
- Proven track record of leading high performing logistics operations
- Relevant experience of working with high value / complex inventory
- Able to navigate new platforms and technology

Working Conditions

- Work is primarily undertaken at Phillips' Long Island City Warehouse
- Occasional evening and weekend work required

Additional Info

- The salary range for this position is \$130,000-150,000

Please submit your resume and cover letter to Careersus@Phillips.com. Please use the subject header "Head of Warehouse and Logistics". Please be advised: due to the high volume of applicants, we are only able to contact those candidates whose skills and backgrounds best fit the needs of the open position.