



Distribution & Logistics Manager

Brooklyn, New York

Reports to: VP of Operations

THE ROLE

Gotham Greens is seeking a dynamic Distribution & Logistics Manager who is responsible for all aspects of Distribution and Logistics. The Distribution & Logistics Manager will report to the VP of Operations and will oversee logistics for the New York, Chicago, Providence, Baltimore, and Denver teams. Core responsibilities include supervising the routing of customer orders for delivery, overseeing delivery fleet maintenance, managing Logistics Specialists and Delivery Drivers, and coordinating 3PL carriers for Gotham Foods distribution. The Distribution & Logistics Manager will work diligently to ensure that all finished goods are delivered on time and with optimal quality to maximize customer satisfaction.

Prior experience in the natural and organic food industry is a plus but is not required. This is an opportunity for an enthusiastic, self-motivated, and organized individual to assume a position at a rapidly growing, innovative, and disruptive company in the 21st century food system.

AREAS OF RESPONSIBILITY

Personnel Management

- Leads the Distribution and Logistics team, including Logistics Specialists and Delivery Drivers, to ensure timely and high-quality deliveries of finished goods to customers.
- Participates in setting expectations, writing performance appraisals, training on new procedures, and delivering feedback.
- Manages employee schedules, sick time, and PTO, strives to use employees' time efficiently, and addresses employee needs and issues.
- Is available by phone in off-hours for troubleshooting and emergencies.

Fleet Management and Third-Party Logistics

- Manages communication with truck leasing companies including, but not limited to, maintenance schedules, mileage and usage records, insurance, and incident reports.
- Minimizes truck downtime and keeps detailed records of truck malfunctions and issues.
- Monitors distribution credit cards and expenses (e.g. diesel, DEF, extreme weather supplies).
- Complies with Department of Transportation (DOT) rules and regulations for all logistics operations.
- Coordinates with 3PL carriers to move perishable shipments beyond local distribution radius.



Process and Workflow Maintenance

- Optimizes truck routing and delivery scheduling to achieve efficiency and maximize productivity.
- Coordinates internal transfers of materials (e.g. packaging, growing supplies, finished goods) among Gotham Greens facilities.
- Reviews daily customer invoices and shipping documentation for accuracy.
- Follows internal Food Safety protocol to maintain quality and safety of finished goods.
- Generates, maintains, and enters information into databases, including ERP system.
- Delivers outstanding service both externally to customers and internally to Gotham Greens team.

QUALIFICATIONS

Requirements:

- Bachelor's Degree
- 3 to 5 years of relevant experience in Logistics and/or Distribution
- Working knowledge of DOT rules and regulations and ability to apply them
- Experience with diesel trucks and mobile refrigeration units
- Superior management skills—the ability to influence and engage direct reports and peers
- Clear and concise verbal and written communication
- An impeccable sense of urgency—able to prioritize and resolve urgent issues as they arise
- Strong interpersonal skills, especially for directing remote employees
- Excellent analytical, problem solving, and negotiating abilities
- Strong attention to detail and organizational skills
- Strong knowledge of MS Office

The ideal candidate:

- Knowledge of delivery routing software
- Reliable and highly motivated with a creative flair and lively personality
- Passionate commitment to company vision
- Appreciation for sustainable agriculture and food

WHO WE ARE

Gotham Greens is a global pioneer in urban greenhouse agriculture and a leading consumer brand of premium quality, local produce and fresh food products. Gotham Greens' produce is grown using ecologically sustainable methods in technologically sophisticated, climate controlled, urban greenhouses. Gotham Greens provides its diverse retail, restaurant, and foodservice customers with a local, reliable, year-round supply of



salad greens, herbs and fresh food products grown under the highest standards of food safety and environmental sustainability. The company owns and operates over 170,000 square feet of greenhouse across four facilities in New York and Chicago and currently has 500,000 square feet of greenhouse under development in five US states. Gotham Greens was founded in 2009 in Brooklyn, New York.

We are farmers that live in apartments. Our team is hard working, supportive, and passionate about sustainable urban agriculture. We work to create an environment that is caring, fun, and collaborative.

Gotham Greens is proud to be an Affirmative Action/Equal Opportunity Employer. We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.



**GREENHOUSE
GROWN**



**PESTICIDE
FREE**



**SUSTAINABLE
AGRICULTURE**



**URBAN
FARMING**



**PREMIUM
QUALITY**

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