



ASSISTANT DC MANAGER

POSITION SUMMARY

The primary function of this position is to manage the front desk, inside sales, and shipment of finished products to customers and to ensure delivery schedules are met and the proper products are shipped. Receives raw materials from vendors, stores them and maintains records of inventory and their location. The Assistant DC Manager assumes all management responsibilities of the distribution center when distribution center manager is out of the office. He/She also ensures that workplace health and safety requirements are followed, monitors operational expenses and strives for improved cost effectiveness.

ESSENTIAL FUNCTIONS

- Supervise a crew of 4-8 warehouse employees
- Perform Inside Sales functions consisting of sales calls to new and existing customers
- Motivate and encourage teamwork to ensure set productivity targets are met
- Conduct a daily safety walk-through to ensure that the warehouse is organized, clean, and safe at all times
- Responsible for enforcing company policies of conduct and safety, and initiates disciplinary action as needed
- Conduct monthly safety meetings and quarterly driver safety meetings
- Responsible for inventory accuracy.
- Conduct daily cycle counts to maintain accurate inventory counts and percentages
- Identifies the causes of product losses and takes corrective action
- Implement and maintain bin location system to aid in storage and picking of goods
- Assist warehouse employees in loading and unloading trucks; this may include staging trucks to be loaded at night
- Controls costs through productivity of personnel, efficient utilization of storage space and proper protection of stored materials
- Properly utilizes docks, warehouse layout and route truck loading patterns to minimize loading time
- Create organized and efficient loads for delivery that maximize route productivity and are within the guidelines of the Federal DOT. Schedule routes for trucks and contract drivers.
- Maintains the planned maintenance of vehicles and equipment to ensure they are running properly and up to safety standards of OSHA and the Federal DOT

QUALIFICATIONS

- Bachelor's degree in Business Management or related field preferred
- 3+ years Building Materials and/or Distribution warehouse management experience preferred
- Able to make inside sales calls to new and existing customers
- Powered Industrial Equipment experience; Forklift certification a plus
- Solid knowledge and proven history of implementing OSHA and Federal DOT regulations
- Proven ability to lead, motivate, and manage employees
- Inventory Management Experience (NxTrend computer system)
- Experience with scheduling, planning, and logistics a plus
- Knowledge of Microsoft Word and Excel

REQUIREMENTS

- Ability to pass drug test and background verifications
- Must be at least 18 years of age
- Must have a valid Driver's License and an acceptable driving record; CDL License a plus