



JOB DESCRIPTION

Job Title: Distribution Manager
Facility: Brooklyn Park
Department: Distribution
Reports to: Director of Operations

SUMMARY

Oversees management of all aspects of the Distribution Services, Materials Management and Fulfillment offered by ENPOINTE. Provides direct and indirect supervision and support to the assigned staff to achieve efficient operation of department activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following. Other duties may be assigned as needed.

- Responsible to implement the department production schedule to meet customer needs.
- Adjusts work assignments to accommodate production schedule changes.
- Enforces work and safety rules.
- Drives improvement in culture and employees.
- Create and / or revise process workflows.
- Develop goals and objectives for subordinates and acknowledge employee accomplishments appropriately.
- Create and implement performance reports based on employees' deliverables on a monthly basis.
- P&L of department operations and development of annual budgeting.
- Interaction with vendors utilizing best practice negotiation skills.
- Responsible for monthly inventories and consignment monitoring.
- Reviews department Non-Conforming Materials and takes appropriate actions to correct.
- Develops and monitors standard operating procedures.
- Recommends hiring and dismissal of employees for the department.
- Conducts personnel performance reviews and compensation adjustments.
- Coordinates the scheduling of vacations in the department so that a continuity of area coverage can be maintained.
- Communicates discipline issues to supervisor and implements disciplinary actions per company HR guidelines.
- Provides technical support or information on jobs or opportunities to Sales, customers, prospects, and other personnel as necessary.
- Attends regularly scheduled managers meetings.
- This position will provide the policy and leadership to the company's Distribution / Fulfillment operation to assure continued growth and profitability.
- Researches failures in quality control and implements temporary and/or permanent counter-measures to eliminate them from happening again.
- Implements and maintains metrics on the Distribution/Shipping Continuous Improvement boards daily.
- Maintains and monitors all Managing Daily Improvement logs within Distribution/Shipping.
- Post and communicate monthly production results with Distribution/Shipping staff.
- Attend two or more classes outside of ENPOINTE that will develop management skills to a higher level. Focus on the "free" training that Manufacture Alliance provides to members.
- Understand your role in the companies Quality Management System regarding ISO.

QUALIFICATIONS

- Comprehensive knowledge of Distribution / Inventory / Fulfillment procedures and practices.
- Managerial or supervisory experience in a Distribution position in a manufacturing environment.
- Be proficient in Microsoft Excel, Word, PowerPoint and other PC applications.
- Must have exceptional math and analytical skills to adequately analyze and interpret customer quotations, contracts, and other vendor related issues or opportunities.
- Experienced with print based MIS systems, ideally PrintStream.
- Must have strong communications and interpersonal skills that will allow development of productive department and interdepartmental relations, including excellent listening skills.
- Ability to identify alternative solutions to resolve scheduling conflicts and production issues.
- Demonstrated experience providing customer service with a highly professional attitude.
- Prior experience with a Continuous Improvement or Lean Manufacturing program preferred.
- Possess personal characteristics of integrity, dependability, competence, and prudence...a highly motivated self-starter.
- Have strong team leading and mentoring skills for subordinates.
- Be able to demonstrate financial / commercial knowledge and awareness.
- Strong skills in inventory management, work planning, and production scheduling.

PHYSICAL REQUIREMENTS

- Constant strong communicating, sitting and working on a computer.
- Frequent Lifting 20lbs, walking, standing, climbing stairs, and working on a computer.
- Occasional lifting 50lbs, pulling, pushing, bending, reaching over shoulder, kneeling, climbing ladders, operating mechanical equipment, and operating motor vehicles.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)