

Job Title: Distribution Manager
Department: Operations
Reports To: Director of Operation

Shift: 1
Location: Sioux Falls
FLSA Status: Exempt

Position Purpose

- The Distribution Manager reports to the Director of Operations and is responsible for warehousing and distribution activities at the AmesburyTruth Sioux Falls facility. This includes responsibility for 50k+ sq. ft of warehousing space, inbound & outbound trucking operations, inventory accuracy, cross-docking operations, expedite shipments, and transportation coordination. As a member of the Operations Leadership Team, the Distribution Manager will have leadership responsible for a team of 15+ team members across multiple shifts, achieving safety objectives, setting Key Performance Indicators, developing personnel, budget/financial management, long-term planning, and implementing continuous improvement projects to improve overall efficiency. As a business partner, this position will work closely with the Customer Service and Manufacturing Managers to achieve overall Operational Excellence.

Essential Duties & Responsibilities

- Responsible for establishing a culture of safety throughout the warehouse, maintaining a safe and secure work environment with a high level of safety awareness among team members.
- Manages compliance of distribution processes to company quality policies and ISO standards.
- Sets Key Performance goals and objectives that are consistent with the Corporate Sales & Service plan.
- Evaluates, develops, and operates within the annual budget; prudently deploys capital; and ensures adherence to personnel budgets.
- Analyzes distribution and logistical problems to develop solutions including hardware and software applications that drive accuracy, efficiency, and customer loyalty. Applies lean principles across distribution operations.
- Maintains Import/Export systems and processes to ensure compliance with regulatory or legal requirements.
- Ensures warehouse space is optimized for maximum efficiency.
- Develops and implements methods to maintain accurate inventory levels at the facility.
- Conducts annual performance review processes to deliver optimal business results.
- Maintains positive relations with team members. Listens, supports, engages, and encourages suggestions and input to achieve excellent results.

Knowledge / Skills / Abilities

- Ability to conduct critical analysis and assessments to develop action plans that ensure efficient, lean, and effective processes are in-place to produce quality delivery of goods and services.
- Demonstrated strong business acumen, organizational, and analytical skills. Working knowledge of other business functions; i.e., EH&S, Quality, Planning, Finance, Maintenance/Engineering and Human Resources.
- Proven track record of building credible, reliable, customer focused teams.
- Excellent interpersonal skills and a collaborative/integrative work style focused on accomplishing objectives. Must demonstrate a track record of business partnership among peers.
- Solid computer skills (Microsoft Office), ERP software experience, JD Edwards a plus.

Qualifications / Prior Experience

- Bachelors degree in a Supply Chain, Logistics, or Operations Management discipline is preferred; or a minimum of ten years management experience in Distribution or Logistics with a non-supply chain bachelors degree
- Experience in a continuous improvement environment with a track record of achieving significant logistics related savings year on year.
- Logistics/supply chain certification desirable.

Work Environment / Other Requirements

- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits. PPE requirements include: safety glasses, steel toe shoes and high visibility clothing.