

Distribution Manager

Position Profile

Position Purpose and Summary:

The Distribution Manager will manage the Prepac distribution warehouse in a way that meets company standards for on-time shipping, accuracy and efficiency. The Distribution Manager will implement systems that improve employee productivity and skill development. Additionally, the Distribution Manager will champion Prepac's safety program, fostering a culture of safety, efficiency, and quality output.

Key Accountabilities:

Distribution Management

- Daily communication with carriers including weekly bookings of trailers and drivers.
- Ensures that all orders are picked and shipped on time and that trailers depart on time.
- Provides the sales department with shipping quotes for LTL freight orders.
- Ensures that cycle count schedules and procedures are followed.
- Monitors daily shipping tracking reports to ensure that cartons are scanned on time and addresses any variances with the carriers immediately.
- Reports any IT related issues to the IT department and assists the IT team in resolving the issues.
- Performs shipping discrepancy investigations and reports the findings to the customer service department.
- Manages and upholds all aspects of the company safety program as required; holds regular safety "tool box" talks, managing all incidents reports and near misses. Ensures a zero-loss time safety environment.
- Maintains a clean and organized work environment.
- Provides the accounting department with monthly trailer shipment reports.
- Reviews carrier billing to ensure that correct rates are applied to all shipments and submits credit requests to UPS for packages that are billed incorrectly.

People Management

- Employee schedule and vacation planning.
- Reviews and approves daily time & attendance for hourly distribution staff.
- Participates in Continuous Improvement activity and teamwork.
- Manages and measures departmental performance including visual controls and provides regular progress reports to the Director of Operations.
- Provides mentorship, leadership and training to department supervisors and employees.
- Promotes the company culture and strategic goals with all staff.
- Follows and enforces the company's rules and procedures regarding behavior, quality, health, and safety.

The People:

Reports to the Director of Operations

Direct Reports: Department Supervisors Distribution and Distribution Office Administrators.

Key collaborators: Accounts Payable (Delta Office), Purchasing and Inventory Control Manager, Plant Engineering Manager.

The Place:

- Based out of Prepac's Whitsett NC, location.

Success Measures:

- *On-time shipping and efficiency* - for all orders as set out in the daily picking schedule.
- *Picking & shipping accuracy* – all products picked and shipped correctly.
- *Safety* – All safety policies, procedures and policies are taught through various training / tool box talk sessions, are acknowledged and followed without exception. Creates a culture of safety and ensures that every Prepac associate feels that safety is #1 within the company
- *Culture* – There is a culture of respect, hard work, integrity, team work and safety first. Through active coaching and mentorship, drives a culture of "can do" and getting the job done

Qualifications/ Requirements:

Technical Literacy

- Excellent verbal and written communication skills.
- Intermediate computer and math skills are essential.
- Ability to read product specification drawings and accurately use metric measuring tools (tape measure).
- Excellent analytical problem-solving ability.
- Ability to use barcode scanning technology.