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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Distribution Center Manager– Exempt**

**Reports to:** **Vice President/General Manager**

**Job Summary:**

The Distribution Center Manager is responsible for all daily activities of distribution center operations, including product receipt, inventory management, order fulfillment and outbound shipping of all products. This role closely coordinates with sales managers and customer services representatives regarding shipment status, and directs all daily activities including labor scheduling, space and equipment utilization, sanitation and safety.

**Job Functions:**

* Manages and coordinates the activities of the distribution center within budget and productivity standards. Promotes teamwork. Ensures volume and productivity goals by area are met or exceeded
* Manages a safe workplace by advocating safety training and accident preparedness; leads the facility in safe and efficient operation of all equipment
* Ensures adherence to delivery standards, efficiencies and regulatory requirements including DOT and OSHA regulations
* Determines performance expectations, evaluates performance, and provides coaching and opportunities for development. Addresses employee issues in a timely fashion. Ensures that all performance evaluations for employees are completed in a timely manner.
* Evaluates the performance of carriers based upon delivery, quality, and price and recommends carriers who meet delivery and cost requirements and expectations.
* Communicates information through regular and on-going team meetings with employees and team leaders.
* Provides training on new operational policies and procedures.
* Maintains visible presence in the distribution center, assists in material handling related activities during peak periods, absences and as needed to maintain service levels.
* Continuously seeks process and procedure improvements and efficiencies to promote productivity and quality.
* Manages and maintains customer relations with internal and external customers through regular site visits and assures all service commitments are met on a daily basis.
* Produces management reports as needed.
* Performs other duties as assigned.

**Skills Needed:**

* Ability to effectively supervise and motivate employees
* Strong customer service skills in dealing directly with clients
* Warehouse Management System and RF experience
* Ability to prioritize work based on delivery schedule
* Knowledge of OSHA and safety regulations
* Excellent verbal and written communication skills
* Proven track record of cost reduction and productivity gains
* Demonstrated continuous improvement and training experience

**Education Required:**

* High school diploma, GED or equivalent required
* Bachelor’s degree in Business Administration, Supply Chain Management or related field preferred

**Other:**

* Physical requirements may be necessary
* Forklift experience required

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.