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# Example of DC Manager Job Description

Our innovative and growing company is looking to fill the role of DC manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for DC manager

* Work with RHRM and peer HRM's on project management and support Supply Chain efforts
* Well manager shipping team, build stable shipping team
* Work with DC shipping team to finalize shipping operation KPIs
* Through cooperation with equipment team, each picking team, achieve monthly/daily outbound target
* Allocate shipping resource reasonably according to the daily task, ensure maximum utilize the resource
* Monitor and follow up the working process, record and feedback operation issue, ensure all the task be finished at the first time
* Keep safety in production and operation
* To develop and construct a positive shipping team
* To control shipping accuracy and to improve efficiency
* Enhance working area management, drive continuous improvement

## Qualifications for DC manager

* Minimum of 3 years’ experience performing maintenance functions in a fully automated, high speed warehouse facility or MFG
* Effectively communicates both written and orally with peers
* Ability to maintain a flexible work schedule to meet the changing needs of the job
* Strong warehouse management system (WMS) knowledge preferred
* Proven proficiency in the Microsoft Office Suite including Microsoft Outlook, Excel, Word, and PowerPoint
* Some areas may require some work at heights