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# Example of DC Manager Job Description

Our growing company is searching for experienced candidates for the position of DC manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for DC manager

* Provide effective customer service support to manage warehouse capacity vs
* Demonstrate a comprehensive understanding of the DC business and how your actions affect the business
* Establish performance objectives for associates in the distribution center
* Analyzes and organizes office operations and procedures such as bookkeeping, preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services
* Directly supervises employees in the office
* Spanish Training Supervisor (CA and SC DC’s)
* ESL Instructor (via Agency)…depends upon DC
* Conduct start-up meetings with Team Managers to discuss daily results, shift and department goals, directives/workloads, staffing needs, schedules, safety/housekeeping issues, and work assignments
* Manage assigned Department KPIs, head count, PPH, LPH, On-time deliveries, safety, Submit accurate productivity data reports on a daily basis to the upper management Partner with the GM andor AGM to drive continuous improvement and maximize efficiency gains to reduce overall costs-Responsible for hiring, interviewing, performance counseling, discipline, performance appraisal, and recordkeeping for department team members
* Operate material handling equipment (pallet jack, forklift, order picker, reach truck, pack mule ) as required Other related duties as assigned

## Qualifications for DC manager

* Lift up to 60 pounds with some overhead lifting
* With experience in Project Management, Data Centre Facility Management, Data Centre Operations Management
* Preferably with certification of Data Centre Project Management , Certified Data Centre Professional (CDCP) & ITIL Foundation Certification
* Current and up-to-date knowledge of all laws relating to HR Management
* Knowledge of DC WMS system
* College Degree or above, preferably with an economics or Operations background