



# Example of Distribution Center Manager Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is hiring for a distribution center 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 distribution center manager

- Reports on customer budgeted sales and forecast activity
- Maintain daily contact with centralized Customer Service (in establishing customer priorities and communicating potential customer outages), inventory control (for stock-outs, new product launches, ) and 3rd party transportation providers (to meet delivery schedules and manage carrier capacity effectively)
- Responsible for preparing and submitting the expense and capital expenditure budgets for the distribution centre
- Advises the Marketplace IT Manager of local issues and opportunities as they arise
- Analyzes operating and delivery procedures, systems and schedules and all other distribution centre activities to identify potential efficiency improvements and cost-savings
- Serve as project or facility leader for green field distribution center set-up and go-live including management of contractors and sourcing of capital equipment and staff to support go-live
- Serve as project or facility leader during Warehouse Management System design and implementation for system upgrade or new system conversion
- Direct and oversee the work of the Bartlett Distribution Center team to meet all production goals of the various division product lines in the timeliest manner

- Evaluate deficiencies and make necessary improvements to attain divisional and company goals

## Qualifications for distribution center manager

- Constant walking and may lift up to 40 lb
- Knowledge and experience using WMS and Transportation Management Systems/WMS for load planning, routing and optimization of outbound shipments for with service and cost as key factors
- Ability to adapt quickly to new situations, new and changing processes, programs and services
- Competence in supply chain management and warehouse management is a must
- Manage and develop the financial budget of the Distribution Center
- Outline process improvements and implement policies and procedures to meet our stated goals and to provide for quick response/higher service levels to our customers, including but not limited to the implementation and maintenance of the enterprise software system