



Example of Distribution Center Manager Job Description

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Our innovative and growing company is hiring for a distribution center manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for distribution center manager

- Establish and oversee preventative maintenance and repair programs for all DC equipment, including conveyor, MHE, vehicles, , with an emphasis on compliance with appropriate OSHA and DOT rules and regulations
- Diagnostics Systems & Biosciences integrator – key contact at the Sparks DC for the Diagnostics business unit
- Warehouse operations management– oversee the daily activities of distribution center associates including pick, pack, load, ship and replenishment activities
- Resource management – optimize utilization of space, capacity management, and facilities
- Physical inventory control – manage proactive and reactive cycle counting
- Service– establish and maintain standards and metrics that provide visibility to all key operational areas necessary to manage and control results while meeting customer expectations
- Batch, serialization and expiration management– oversee management of short dated materials and ensure first in first out picking methodology is followed
- Product and waste disposal – manage disposition of damaged, expired, recalled, and returned inventory and packaging
- Continuous improvement – apply Lean, Six Sigma and other tools to drive service, quality and cost across all areas of responsibility
- Budget and financial performance - assemble department budget and

Qualifications for distribution center manager

- Proficient knowledge and experience in Microsoft Office, Lotus Notes is necessary
- Familiarity with computerized supply chain programs is preferred
- Ability to work with diverse population employees, managers at all levels, is essential
- Flexibility to assist in other areas
- Regulatory and quality compliance- ensure that policies and procedures are documented, up-to-date and deployed
- Equipment management – create and implement equipment maintenance and replacement program