



## Example of Distribution Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of distribution 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 manager

- Maintain proper training requirements for all personnel
- Develop and maintain the budget for the Windsor DC, forecasting costs and capacity, and conducting regular analysis of financials and performance metrics
- Ensure Safety standards are met and that an Emergency Response Plan is properly implemented and maintained
- Manages the work of direct reports, including hiring, evaluating, training, performance management, compensating, motivating, coaching, and developing goals and procedures to ensure the achievement of goals
- Manages the DIMP plan and maintains a DIMP dashboard of metrics and performance measures for decision making
- Manages quality assurance and quality control of data, including accuracy, clean up/scrubbing, trending and predictive analysis, and gap identification in systems for data gathering/integrity
- Identifies annual capital replacement projects for risk mitigation and program completion
- Owns the annual Department of Transportation (DOT) report process and manages rate case data requests
- Manages programs to execute completion and ensure quality for non-leak compliance work
- 25%) Manages & plans distribution work flow planning, including wave planning, replenishment, pick plan & shipment schedules in accordance with

## Qualifications for distribution manager

- Experience in related disciplines preferred (Material Management, Production, Planning)
- WMS, Yard Management, Freight Portals, Microsoft Office (Word, Excel, PowerPoint)
- Ability to perform physical tasks with repetitive lifting of up to 50 lbs
- A minimum of 3 years demonstrated industry-related and/or sales experience is essential
- Bachelor's degree in business/marketing/communications or related field or an equivalent combination of education and experience required
- Demonstrated knowledge of contractual (legal) terms and conditions