

Job Title **Distribution Center Manager**  
Location **Orange, MA**  
Organization Name **Pete's Tire Barns**  
Department Description About Pete's Tire Barns: Pete's Tire Barns, Inc. has grown to be one of the largest independent commercial tire dealerships in the country. Pete's currently operates 16 full-service locations in New England, a state-of-the art Distribution Center, and two Bandag retread facilities. The company employs in excess of 165 people, and operates a fleet of over 98 service and delivery vehicles. In 2008, we celebrated our 40th year in business and have consistently been recognized by both *Modern Tire Dealer* and *Tire Business* magazines as a leader in the industry.

#### Brief Description

A critical position to both the Distribution Center and the Company's success, this role provides leadership for all warehouse functions. The Distribution Center Manager partners with the General Manager and DC Leadership to ensure customer satisfaction and achieve stated business goals. The Center Manager will be responsible for effectively managing the distribution center operations including warehousing, shipping, receiving and general computer entry.

#### Detailed Description

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. This job is primarily concerned with successfully and effectively supervising employees in the shipping and receiving departments of the distribution center.
2. Supervise daily the shipping and receiving operations to ensure the DC maximizes its contribution towards meeting or exceeding targeted fill-rates so as to meet or exceed customer satisfaction levels.
3. Establishing, monitoring and facilitating efficient production and quality standards, as well as performance metrics to meet logistic schedules and goals to ensure meeting or exceeding customer satisfaction.
4. Ensure compliance with all safety, quality and governmental requirements.
5. Planning, developing and implementing long-term strategic planning of distribution goals, personnel development, and business objectives.
6. Manage as well as initiating establishing, maintaining and analyzing budgets, records, and other controls to keep costs at a minimum.
7. Review financial performance of the distribution center.
8. Provide hands-on leadership to the shipping and receiving employees through providing proactive and positive employee relations through effective communications, coaching, training, and development.

9. Ensure safe and healthful working conditions and an organized work environment.
10. Provide key input for performance reviews for employees.
11. Support company affirmative action plans and goals.
12. Lead in creating a vision and employee environment for continuous improvement.

### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibilities for daily mentoring and supervising all shipping and receiving warehouse employees.

#### Non-Essential Job Duties

\_Performs related work as required

### **EDUCATION and/or EXPERIENCE**

#### Must Have Skills, Education and Training

1. 3-5 years of warehousing / distribution center supervisory experience required. High school diploma or GED required. Bachelor's degree would be a plus.
2. Experience with and knowledge of Occupational Safety and Health Administration (OSHA) safety rules required.
3. Knowledge of general business practices and cost accounting principles.
4. Experience dealing with all levels of management and with resolving customer issues.
5. Strong communication and leadership skills a must.
  1. Demonstrated ability to anticipate business opportunities and obstacles.
  2. Experience in generating fresh, innovative perspectives and solutions that are value-added.
  3. Ability to analyze problems and identify solutions quickly.
  4. Demonstrated ability to build teams.
  5. Strong communication and interpersonal skills, listening skills.
  6. Organization, data analysis and interpretation skills.
  7. Ability to plan, schedule, relate ideas, and coordinate priorities.
6. Strong Computer skills in word processing, spreadsheets, databases, presentations, and warehouse management systems (WMS).
7. Valid driver's license

#### Preferred Qualifications, Skills

1. Broad knowledge and experience with material handling, warehouse operations and transportation systems. Prefer knowledge of RF scanning, conveyors, flow racks, carousels, etc
2. Product knowledge in the tire industry

#### Personal Qualities Needed

1. High ethical standards
2. Professionalism
3. Good interpersonal skills, both written and verbal
4. Strong aptitude for continuous improvement, as well as reactive and proactive problem solving skills
5. Confidentiality