

Position Profile:

The Distribution Center Manager is responsible for managing distribution operations at the Minneapolis location and from third party distribution partners. The Distribution Center Manager works with shipping personnel, supervisors, warehouse, inventory, customer service, IT, and other departments to optimize processes and establish procedures while complying to safety regulations and best practices. The Distribution Center Manager has direct reports that consist of any of the following positions: Shipping Manager, Warehouse Supervisor, Inventory Supervisor, or other similarly assigned roles.

Work Responsibilities:**Strategic Planning & Implementation**

- Ensures operational resources, including equipment and shipping personnel are properly allocated in relation to customer delivery expectations.
- Provide leadership and direction in solving problems while improving overall performance, monitoring performance for areas and ways to improve quality and performance
- Maintains physical condition of shipping center by planning and implementing new design layouts and procedures
- Collaborates with all departments and distribution partners to optimize processes and establish procedures that support inventory best practices that allow for optimized material flow, efficient handling, and accurate tracking of finished goods
- Manages technology resources and systems to maximize revenue and best use resources through distribution operations
- Managing distribution process improvement to generate the most cost-efficient shipping methods for customer needs
- Manages relationships with transportation and supply vendors to support shipping operations
- Ensure compliance to shipping related regulations and requirements
- Maintains hazard materials certification and oversees all haz-mat outgoing shipments
- Liaison to accounts receivable and customer service to resolve issues. Analyzes trends in customer complaints, works with management team to reduce complaints related to shipping operations

Facility, Maintenance & Safety:

- Participates in facility planning initiatives and implementation of facility improvements.
- Recommends selection of distribution equipment, equipment upgrades, and major repairs.
- Liaison to contractors for all facility and equipment related activities.
- Ensures a regularly scheduled maintenance program is in place for equipment and machinery. Manages the contingency plan for equipment and continuously plans for future needs in equipment.
- Responsible for compliance with the Safety Plan as it applies to operations and operational personnel.
- Establish and monitor health and safety practices, train and monitor employees in safety measures, ensure compliance with all federal, state and internal safety mandates.
- Investigate all safety violations and accidents. In collaboration with the COO, coordinate all insurance and OSHA interaction regarding safety compliance and inspections.
- Ensure tools are provided for all employees to maintain personal and plant safety at all times.

Leadership: Responsible for providing leadership to the team and ensuring that the team has the talent, resources, and readiness to meet short and long-term organizational goals as well as ensuring maximum productivity and performance. Models CURiO Cornerstones and uses cornerstones framework in decision making.

- Builds a strong team atmosphere and positive team culture, fostering collaboration across the organization and ensure teams are working cross-functionally to meet CURiO goals.
- Prioritizes employee development, ensuring that each employee has a clear and thorough understanding of their role and responsibilities as well as encourage, support and advocate for employee's skill development and growth within the team and across the organization.
- Mentor, guide, and coach direct reports to expand their capabilities and performance. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.

- Actively participate in and lead by example through all change management initiatives, including proactive communication and support of company initiatives, programs, and policies.

Staff Management:

- As a manager of managers, develop multi-locational team(s) under a fast pace and constantly changing circumstances, ensuring management team has a clear and thorough understanding of role and responsibilities.
- Ensure that new employees in your department have a positive new employee experience through orientation to CURiO culture, norms, and structure.
- Guide and coach direct reports to produce business results by working collaboratively within and among cross-functional teams.
- Ensure department structure and budgeted hiring plans are appropriate for performance and productivity levels required.
- Ensure all CURiO communication is disseminated to the team in a positive and timely manner.
- Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines.

General Responsibilities:

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Minimum Qualifications:

- Bachelor's degree or equivalent experience
- Five years' experience managing in a high-volume distribution environment
- Five years' experience effectively managing, supervising, and mentoring staff

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Excel, Word, Outlook
- Experience managing in an ERP environment

Core Competencies:

- Knowledge of distribution and materials management best practices
- Strong team leadership skills as a manager of managers
- Strong attention to detail with ability to organize and prioritize multiple resources and ensure on-time completion in a fast-paced environment
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs, both individual and team.
- Excellent interpersonal skills; clearly and efficiently communicate
- Ability to provide oversight to multiple projects
- Critical thinking and problem-solving skills
- High degree of tolerance for stress and uncertainty
- Ability to work under constant deadline pressure and manage multiple projects across multiple lines of business
- Ability to work collaboratively and building strategic relations with coworkers, vendors and/or customers.

- Must be an individual of high energy, positive attitude and a proven track record of getting results.
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Skill in staff management through motivating, developing, and directing people as they work, identifying the best people for the job based on skills and potential.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions and considering the relative costs and benefits of potential actions, suggest conclusions or approaches to problems.
- Ability to communicate and interact effectively with managers, co-workers, customers, vendor and other partners.
- Ability to maintain and protect company proprietary information

Travel Requirement: Up to 10%

Working Environment and Physical Demands:

- Distribution and warehouse environment with constant walking, standing, bending, stooping, reaching and pulling required.
- Ability to sit for hours at a time, viewing computer monitor on a constant basis. Some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 25 – 50 pounds.
- While performing the duties of this job, the employee is regularly exposed to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments.

*** Note: This job description does not restrict CURiO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*