

ACE DISTRIBUTING

POSITION: THIRD SHIFT MANAGER	DEPARTMENT: OPERATIONS REPORTS TO: DIRECTOR OF WAREHOUSE OPERATIONS STATUS: EXEMPT DATE: 5/10/18
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You will be responsible for running the orders-to-load and palletization process when orders are in the system and assigning orders to routes. You will be responsible for assigning and supervision all work done by warehouse personnel during shift including but not limited to picking, receiving, replenishment and proper stock rotation. You will be responsible for ensuring that all equipment, racking, fire extinguishers, eyewash stations and emergency showers thorough documentation and electronic tracking.

WHAT WILL I BE DOING?

In your role as Third Shift Manager, you will be part of our success by:

- Managing Warehouse personnel and overseeing the daily unloading and storage of inbound product.
- Ensuring the all customer orders are selected and loaded safely, accurately and efficiently.
- Demonstrating the proficient use of company technology for WMS (eoWarehouse) and ERP (eoStar) and Microsoft Office Products (Excel, Word, PowerPoint)
- Maintaining a safe work environment by ensuring employees are following OSHA and company required processes and procedures such as equipment and facility inspections, use of PPE, good housekeeping and reporting and correcting any safety related issues
- Ensuring the warehouse is in compliance with all OSHA and PLCB regulations and supplier defined quality control standards
- Gathering and reporting of data to the Director of Warehouse Operations for Key Performance Indicators such as productivity rates and load quality
- Conducting pre-shift staff meetings, one-on-one performance reviews, disciplinary action and positive performance recognition for all direct report employees
- Evaluating the operations on a daily basis to assess equipment and personnel needs in a frequently changing business environment and make recommendations to the Director of Warehouse Operations
- Working with the Director of Warehouse Operations and the Company HR Department to set up phone and in-person interviews and oversee the hiring and on-boarding of new employees

WHAT DO I NEED TO DEMONSTRATE?

As well as a strong desire to learn and succeed in distribution logistics, to be considered for this position you must be able to meet the following requirements:

Required:

- High School diploma/GED with significant relevant experience
- Demonstrated ability to manage complexity along with strong problem solving, negotiating, and decision making skills
- Proficiency with computers, including the Microsoft Office Suite (Word, PowerPoint, and Excel)
- Ability to manage multiple and sometimes conflicting priorities with interaction across all shifts
- Proven ability to plan, organize, and effectively manage people
- Ability to work with employees in all departments and at all levels of the organization
- Demonstrated ability to lead and motivate others
- Strong communication skills and the ability to build and maintain positive relations with fellow Ace employees and Ace customers
- Must have a positive attitude with the ability to listen and appropriately respond to constructive coaching from fellow employees and members of management
- eoStar or other relevant ERP/WMS experience
- Warehouse Management System and Order Selection software experience

Preferred:

- Bachelor's degree in a related field with significant industry experience
- Forklift certification

WHAT ELSE DO I NEED TO KNOW?

- Must be flexible to support a 24/7 operation, which may exceed a normal 8 hour workday

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- The ability to work a full shift, come to work on time, work overtime as needed and the ability to work according to the necessary schedule to meet job requirements with or without reasonable accommodation is an essential function of this position.
- While performing the duties of this job, the employee may at times work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration. Also, frequently required to walk, sit, talk, hear, use hands and fingers to operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, and crouch. The employee must be able to lift up to thirty pounds regularly; thirty five to fifty pounds frequently, one hundred seventy pounds occasionally. Specific vision abilities required by this job include close vision, peripheral vision, color vision and the ability to adjust focus.
- The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties as assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Ace Distributing and the employee is an at-will relationship.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, disability, religion, national origin, gender, gender identity, gender expression, marital status, sexual orientation, age, protected veteran status, or any other characteristic protected by law. Where required by state law and/or city ordinance; this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

PRINTED NAME AND SIGNATURE

DATE