



Leading e-commerce distribution company is looking for a high-energy, results-oriented Area Manager with advancement possibilities!

Company Description: Dotcom Distribution is a leading third-party fulfillment and logistics provider in Edison, NJ. We offer "WOW factor" fulfillment services to some of the country's fastest growing internet and retail brands. You can visit us at www.dotcomdistribution.com.

Job Description Summary: Area Supervisors oversee the daily operations of certain areas of the warehouse to ensure the products are received, stored, retrieved and shipped in a timely manner. They ensure staff is trained and productivity targets are met to meet the demands of our growing, retail clients.

Essential Duties and Responsibilities:

- Oversee all day to day operations of the area of responsibility (Receiving, Put-Away, Pick / Pack / Ship, etc.).
- Train and monitor staff on their performance and progress to ensure set productivity targets are met, in regards to quality, delivery, safety, budget, and SLAs.
- Manage all inventory movement of product, through area of responsibility.
- Rotate and move merchandise for a clean and orderly warehouse
- Inspect merchandise / shipments from vendors
- Carry out responsibilities for the use of automated and computerized systems
- Respond to and deal with communication with clients, vendors, peers, management, etc
- Produce regular reports and statistics on a daily, weekly and monthly basis
- Follow all safety regulations and procedures, ensuring the health, safety, cleanliness and security of the work environment
- Keep inventory control systems up-to-date and plan future capacity requirements

Supervisory Responsibilities: Supervise a team of 20 or more associates.

Qualifications / Experience:

- Bachelor's degree preferred.
- 1-5 years of warehouse experience is a plus.
- Knowledge of inventory control, warehousing procedures, and warehouse management systems.
- Ability to provide leadership and assign and direct the work of employees
- Bi-lingual (English / Spanish) a plus
- Professional, positive attitude and excellent communication skills
- Proven history of reliability and accountability
- Strong computer skills, specifically Excel
- Detail Oriented

For consideration, resumes must be submitted with salary requirements to dblecker@dotcomdistribution.com.