



## **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](http://www.dotcomdistribution.com).

### **Director of Operations**

#### **Job Description Summary:**

The Director will report to the Executive Vice President and will effectively direct and control the Floor Operations, including all order fulfillment in a fast paced, high volume facility in Edison, NJ. The Director will establish performance objectives, analyze the operations on a continual basis, and make necessary improvements, ensuring operating efficiencies across all functions of the Warehouse Operations. The Director will also partner with other areas of the organization on strategic planning to meet business demand using capacity planning, client forecasts and business objectives. Additionally, the Director is accountable for achieving service level agreements and company objectives in regard to cost, productivity, customer service and profitability.

#### **Essential Duties and Responsibilities:**

- Direct all aspects of the distribution operation including picking and packing, shipping and receiving, replenishment, production, returns, inventory control management, and maintenance of facilities
- Establish, evaluate, and maintain performance standards for all areas of the warehouse that can be measured to ensure accountability and client SLAs.
- Ensure operating efficiencies by constantly reviewing performance to identify continuous improvement opportunities and implement new strategies when needed.
- Provides leadership in cost reduction through continuous process improvements and automation to maintain and enhance margins to sustain profitability.
- Manage and administer the planning and control systems related to the complete flow of material from receiving through shipping, as well as the associated transactional controls required to support it.
- Responsible for all budgeting and reporting efforts including labor, operating expenses, P & L and forecasting.
- Coordinate with Client Relations and Sales for the successful implementation of new clients.

- Partner with the senior management team to strategically plan for future growth...analyze capacity and capital equipment requirements, client forecasts, business objectives, organizational processes, etc.
- Develop and execute plans for continual growth and peak seasons.
- Anticipate future resources, procedures and system requirements as changes in business dictate.

**Qualifications / Experience:**

- Bachelor's degree required, MBA preferred.
- 10-15 years of progressive leadership experience working in a supply chain or 3rd party logistics environment
- Proven ability to plan and execute effectively to meet business objectives.
- Superior leadership skills and a results oriented team player
- Strong problem solving and project management skills
- Excellent verbal and written communication skills
- Working knowledge of Six Sigma and Lean Methodologies
- Must be extremely proficient in MS Office and WMS

For consideration, resumes must be submitted with salary requirements to [dblecker@dotcomdistribution.com](mailto:dblecker@dotcomdistribution.com).