



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:

We are looking for a strong, dynamic, take-charge Area Manager who is looking to help us continue our growth to be a leader in third party fulfillment. The ideal candidate will drive results, affect change, and want to grow with the organization.

The Area Manager will be responsible for the planning, direction, leadership, and control of several aspects of the operation to effectively meet business demand and our clients' Service Level Agreements. This position will be responsible for the development and implementation of policies and procedures to increase revenue and productivity, while monitoring costs and profitability.

Essential Duties and Responsibilities:

- Direct several areas of the distribution operation including receiving, put-away, pick, pack, and ship both direct to customer and business to business.
- Slotting management needs -- review product category and sku velocity information
- Order management – Ensure that orders arrive and are dispatched on time to the appropriate destinations and in the expected quantities to meet SLAs and objectives; review outstanding orders, no prime reports, priority orders, etc.
- EDI and work order management – ensure all special projects are identified and captured for billing purposes.
- Review systemic and operational processes in all areas of responsibility to streamline the operation to improve efficiencies and cost structure
- Motivate, organize and encourage teamwork within the workforce to ensure set productivity targets are met, while training staff and monitoring their performance and progress
- Communicate with other departments, staff groups and customers

- Ensure quality, delivery and budget objectives are met
- Respond to and deal with customer communication by e-mail and phone
- Keep stock control systems up-to-date and plan future capacity requirements
- Produce regular reports and statistics on a daily, weekly and monthly basis
- Brief team leaders on the issues for that particular day
- Ensure the health, safety, cleanliness and security of the work environment
- Oversee the planned maintenance of vehicles, machinery and equipment
- Ensure operational gross margins in areas of responsibility are met or exceeded

Supervisory Responsibilities: This position will have several direct reports and many indirect reports.

Qualifications / Experience:

- Solid, progressive experience in all aspects of logistics
- Considerable knowledge of warehousing procedures and inventory management
- Productivity / Continuous Improvement Process
- Service performance (Metrics)
- BS / BA degree
- 5+ years of progressive experience in a managerial role
- Ability to provide leadership and assign and direct the work of others
- Excellent verbal, written and interpersonal skills
- Ability to make sound decisions, multi-task and prioritize
- Be proactive in problem solving and driving resolutions
- Excellent organizational skills
- Attention to detail required
- Working knowledge of Excel

We offer a competitive salary with an excellent benefits package in an exciting fast paced environment.

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