Title of Position: Distribution Center Manager  
Classification: Exempt  
Supervisor: Corporate Manager of Distribution and Transportation  

POSITION OVERVIEW:  
Overall responsibility for the operational & functional planning and strategy of distribution and transportation activities.  

DUTIES AND RESPONSIBILITIES:  

Strategic Leadership:  
- Develop the distribution plan and establish procedures for maintaining high standards of distribution operations to ensure efficient, timely customer service.  

Operational Management:  
- Understand operational requirements of the business, execute deliverables to meet the needs of the businesses.  
- Manage safety, quality, on-time delivery, efficiency, cash and cost performance, build continuous improvement plans to drive results.  
- Complies with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.  
- Responsible for establishing a culture of safety throughout the operation. Facilitate regular meetings with supervisors and key team leads to review safety & performance goals and results.  
- Ensure compliance with all Health, Safety and Environmental regulatory requirements (EPA, DOT, OSHA, HAZMAT) including, but not limited to, proper permitting, licenses, and employee training.  
- Manage employee staffing, skillsets, and performance according to changing needs.  

Financial Management:  
- Capital planning/execution, budgeting, forecasting, and operating expense management for warehouse & transportation.  

Relationship Management:  
- Partner and collaborate with business leaders and cross-functional stakeholders to understand business priorities and to implement strategic initiatives and tactics. Create a culture of collaboration & open communication.  
- Responsible for the overall direction, development and evaluation of the personnel in Lancaster. This includes interviewing, hiring, and training employees, planning, assigning and directing the work load; motivating staff; evaluating performance; enforcing policies and procedures; rewarding and disciplining employees; addressing complaints and resolving problems. Empower managers and supervisors to be decision makers.  
- Establish a safe, harassment free work environment for all associates with direct or anonymous reporting options. It is the employee’s obligation to report, the managers obligation to act.  
- Provide written and verbal communication to ensure engagement and support of initiatives by internal and external customers.  
- Work through Director of Distribution & Logistics for alignment on all major projects, expenses, and personnel change recommendations to ensure changes support future strategy.
EDUCATION AND EXPERIENCE REQUIRED:
- Strong leadership, team building, and communication skills required
- Bachelor's Degree in Supply Chain related field or equivalent experience required.
- Experience managing a union environment preferred.
- Minimum 5 years supply chain operations management experience.
- Excellent written and verbal communication skills, and the ability to work collaboratively with cross-functional teams in making sound business decisions that successfully drive business initiatives.
- Excellent team building, problem solving, troubleshooting and time management skills
- Proficient in Microsoft Excel and Word
- Experience building and/or managing operations KPI’s for quality, safety, delivery, cost required

Flexsteel Industries, Inc. offers a competitive salary, along with an excellent full-time benefits package, paid holidays, a friendly, supportive work environment, Flexsteel furniture discounts, and professional growth opportunities.

EEO/AA Employer Disabled/Veteran

Application Instructions:
Please apply online at http://www.flexsteel.com/about-us/careers