

1.0 SUMMARY

The Distribution Supervisor provides Fond du Lac Bumper Exchange, Inc. (FdLBEX) with the efficient and properly organized receiving, storage, handling, and control of products.

2.0 REPORTING RELATIONSHIPS

2.1 The Distribution Supervisor reports to the Inventory Control/Purchasing Manager.

2.2 Warehouse Personnel report to the Distribution Supervisor.

3.0 REQUIREMENTS

	Required	Preferred
3.1. <u>Education</u>	High School or Vocational School Graduate.	Selected courses in management.
3.2. <u>Experience</u>	3 years of experience in general warehousing, shipping, receiving, and inventory control, including forklift operations.	The same plus 2-3 years management experience.
3.3. <u>Skills, Knowledge and Abilities</u>	<p>Knowledge in general warehousing, shipping & receiving, and inventory control procedures.</p> <p>Knowledge of products offered in automotive aftermarket industry.</p> <p>Basic computer skills.</p> <p>Have a customer-friendly attitude.</p>	
3.4. <u>Physical</u>	<p>Body Positions: Standing, sitting, climbing, walking, crouching, and stooping.</p> <p>Body Movements: Standing, climbing, & walking for long periods; squatting, crouching, etc., including full range usage of arms, legs and hands, reaching overhead, above the shoulders and horizontally, bending at the waist and stooping, kneeling, or crouching. Must be able to lift and/or carry 80 pounds.</p> <p>Body senses: Use of all bodily senses. Must be able to see (20/20 vision with glasses, 20/200 without) and hear (with mechanical</p>	

assistance if necessary) sufficient to understand and comprehend individuals in one-on-one conversations or on the telephone.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 3.5. Mental Strong inter-personal and communication skills; capable of explaining procedures in writing or verbally.

Ability to effectively communicate ideas to all levels of management.

Ability to work independently while focusing on project details.

Must be able to read, write, and speak English fluently.

Must be able to work under time and budgetary pressures, set priorities and meet deadlines.

- 3.6. Management Skills Ability to effectively manage subordinates and prioritize, plan, organize, and control work flow in a team environment.

Must be able to work under time and budgetary pressures.

4.0 WORKING CONDITIONS

Work area is inside and outside of the warehouse or the office, where conditions can be hot, cold, wet, dusty and/or greasy, etc. Occasional travel to FdLBEX's distribution centers in other cities as part of his/her responsibilities.

5.0 RESPONSIBILITIES

The Distribution Supervisor is responsible for:

- 5.1 Safety in all operations performed by warehouse personnel (as well as other employees and temporary workers while they are in the warehouse).

Measurements: Number of work related injuries.
Number of safety violations during safety walk-through's by Workers' Compensation company or safety committee.

- 5.2 Accuracy of all transactions performed by the warehouse personnel, including physical movements of inventory, paperwork, and computer records.

Measurements: Number of errors when performing warehouse tasks.
Physical locations match computer locations.
Parts correctly tagged.

- 5.3 Physical inventory control and security.

Measurements: Inventory shrinkage (due to loss or damage).
Cycle counts. (All locations counted minimum of 2 times annually.)

- 5.4 Training personnel in proper reporting, product knowledge, shipping, receiving, and quality control.

Measurements: Amount of product damage.
Delays and errors in products shipped.

- 5.5 Assisting in preparing the Distribution Department budget for input in the Company's budget and managing department expenses.

Measurements: Variance Report – actual expenses to budgeted expenses.

- 5.6 Reliability of the Distribution Department.

Measurements: Warehouse personnel cross-trained.
Number of delayed or postponed warehouse tasks.

- 5.7 Transferring product to satellite locations and managing the costs of transportation.

Measurements: Number of errors in product transferred.
Amount of damaged product.
Timely outbound shipping.
Timely processing of returned products.
Actual shipping costs vs. budgeted expenses.

- 5.8 Performing general responsibilities of FdLBEX employees as assigned by the Company's policies and procedures.

- 5.9 Performing any other related or unrelated, unassigned, unspecified, unusual or special duty the Purchasing Manager and/or President may assign from time to time.

6.0 AUTHORITY

The Distribution Supervisor has the authority to:

- 6.1 Formulate and develop warehouse goals, plans, and procedures, subject to the approval of the Purchasing Manager.
- 6.2 Promote, demote, or discipline employees reporting to him/her and recommend their hiring or firing, when this is necessary, to the Purchasing Manager.
- 6.3 Assign personnel to warehouse tasks and review their time cards.
- 6.4 To place expense Purchase Orders up to a value of \$100 without prior approval of the Purchasing Manager.
- 6.5 Take any reasonable action necessary to carry out the responsibilities of this position, so long as such action does not deviate from established FdLBEX policies and is consistent with sound business judgment.

7.0 TASKS AND DUTIES

None attached.

8.0 ACKNOWLEDGMENTS AND APPROVALS

I have reviewed and understand the above job description and believe it to be accurate and complete. I understand that management retains the right to change this job description at any time.

Distribution Supervisor

Date

Purchasing Manager

Date