

Job Description



Distribution Supervisor

JOB POSTING – Mazzella Companies Memphis, TN

Position Summary

Responsible for planning, coordinating, and supervising the functions and personnel of the distribution center to ensure superior customer satisfaction. Warehouse functions include safety, training, maintenance, product slotting, receiving, picking, and shipping. Directs the day-to-day activities of the facility.

Job Duties

1. Achieve world-class safety metrics (recordable incident rate and lost-time incident rate); champion programs that foster associate safety and comply with OSHA regulations.
2. Ensure all rules and regulations of the facility are followed and all safety violations are reported and documented, including corrective action; dispense appropriate disciplinary action and counseling.
3. Manage warehouse layout to promote safe, ergonomic work areas and optimized workflow; administer preventive maintenance and housekeeping programs.
4. Provide and foster effective associate relations by ensuring practices are fair, consistent, and in accordance with the “Mazzella Way” Management System.
5. Engage in open and honest communication to encourage associate feedback and to increase employee engagement; actively support recognition and rewards programs to enhance the employee experience.
6. Manage all warehouse operations, including: receiving, picking, shipping, auditing, and maintenance.
7. Cultivate organizational excellence through leadership development, training, and coaching of distribution specialists.
8. Develop direct reports through a collaborative performance management process; perform annual evaluations on direct reports.
9. Assure effective interaction of facility personnel with external Mazzella Companies departments, vendors, and business partners.
10. Utilize the “Mazzella Way” Management System, 5S program, and Lean principles to drive operational excellence, process adherence, and continuous improvement.
11. Support initiatives that maintain and improve the facility’s quality metrics (inventory accuracy and order accuracy); oversee the cycle counting and inventory control processes.
12. Provide leadership and manage resources to improve operational efficiency metrics (cartons per operations hour and cost per carton).
13. Work with managers and supervisors to plan, develop, and refine programs to utilize facility systems and equipment to improve productivity.

Education

A high school diploma or GED is required; an undergraduate degree from an accredited college or university is preferred

Experience & Skills

- 10+ years of experience in logistics, operations, and/or distribution management.
- 4+ years of experience in managing and supervising front-line employees.
- Demonstrated success in creating and sustaining a safe workplace.
- Prior experience with Lean/5S principles and change management.

- Strong PC capabilities, including experience with a Warehouse Management System (WMS); Oracle NetSuite knowledge a plus.
- Ability to prioritize and organize responsibilities; ability to utilize key performance indicators and to hold self and others accountable.

Travel

Travel for this position is rare; less than 10%

If interested in applying for this position, please submit your resume and letter of intent (why you feel you would be a good candidate for this position) to jwallenhorst@mazzellacompanies.com or fax resume and cover letter to 440.239.5703.

Or, mail resume and cover letter to:

Human Resources
Mazzella Companies
21000 Aerospace Parkway
Cleveland, OH 44142

Mazzella Companies participates in the federal government's E-Verify program. With all new hires, we provide the Social Security Administration and when applicable, the U.S. Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

This job description is not meant to be an all-inclusive list of duties, functions and/or responsibilities of this position. Other related functions and responsibilities may be assigned by the immediate supervisor as required to complete assignments or initiatives. Mazzella Companies reserves the right to change, add, delete or modify job functions as necessary based on business necessity. The Company or employee, independently, has the right to terminate employment at any time for any reason; employment is at will. This job description does not promise or guarantee continued employment with Mazzella Companies.