Title: Manager, Distribution Center

Essential Function

Under general supervision from a designated administrator, manage and administer distribution center activities. Duties include receiving, pricing, storing, and distribution of all operational supplies, merchandise, and textbooks for UC departments, buildings, and/or store locations.

Characteristic Duties

- Manage and coordinate physical receiving of good and merchandise.
- Facilitate receiving activities including completion of paperwork; pricing merchandise; counting merchandise; distribution to appropriate locations; loss prevention coordination; error reconciliation with buyers, accounting staff, and vendors; and data entry.
- Consult with buyers, division managers, and vendors and assist in determining priorities for processing received goods.
- Resolve issues concerning damaged/mis-shipped goods and coordinate return.
- Maintain and distribute records (i.e., receiving copies, packing slips, transfer forms, freight bills, invoices, and petty cash). Audit data entry/receiving worksheets completed by staff.
- Supervise accurate completion of assigned inventories on merchandise/operational supplies in storage.
- Coordinate truck deliveries/pick-up of merchandise; textbooks, department mail, operating supplies, and/or other miscellaneous items.
- Maintain operating condition of delivery trucks, lift trucks, pricing equipment, and make recommendations about equipment necessary for operation.
- Maintain a clean, safe, productive work environment.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor's degree with one (1) year experience; -OR- Associate's degree with three (3) years experience; -OR- five (5) years experience. Experience must be in warehouse distribution. Experience may also require at least one (1) year supervision.

Last updated: November 2006