



Client: Gardener's Supply

Position: Director, Distribution Center

Reports To: Chief Operating Officer

Location: Milton, Vermont

JOB PURPOSE

Coordinates all warehouse functions--Fulfillment, Quality Assurance, Ship Alones and Material Handling--to assure a tight working team that products a high level of service to our customers and the proper care and custody of our inventory, and to plan and oversee all facility space changes and upgrades.

ESSENTIAL FUNCTIONS

- Provide and implement facilities and space planning including Distribution Center.
- Budget for and control all related expenses and staffing for the warehouse. Provide increasing levels of service while reducing cost. Budget and care for all facilities.
- Control and oversee the flow of material through GSC including all in and out-of-house warehousing, assuring the accountability of all inventories.
- Maintain open communications with all necessary departments and connection with the Intervale.
- Set and adhere to all policy standards.
- Assure the accurate, rapid fulfillment of customers' orders for all AGR consumer direct businesses and any new venture that requires fulfillment.
- Maintain current working knowledge of OMS, MS Office and Kronos.
- Maintain current working knowledge of all warehouse equipment, including forklifts, conveyors, elevators, etc.
- Maintain current working knowledge of all equipment in the facility including the alarm system, heat and air systems, ventilation systems and plumbing.
- Provide a safe work environment for all warehousing functions/people through equipment, policy and procedures.
- Directly supervise four supervisors who manage the day-to-day operations of the warehouse, with a staff of up to 100 people and multi-shifts. Responsible for staff development, well being, hiring and dismissing all these staff members.
- Work closely with all members of the warehouse and office operations teams. Provide knowledge or service as needed by other areas of the company. Maintain relationships with key vendors and service providers.
- Monitor warehouse labor for Fulfillment, Material Handling, Product Quality, Letter Shop and Distribution Center.
- Manage and purchase all packing, warehousing, warehouse and facility repairs or materials.
- Responsible for all shipping activities including billing accuracy.
- Responsible for the care and custody of all GSC's inventory.

- Act as Team Leader inputting recommendations on the running of the company through policy and procedure setting and maintenance and how to continue to improve our services.
- Maintain a positive work atmosphere by acting and communicating in a manner that fosters and sustains successful relationships with customers, clients, co-workers and management.

SUPPLEMENTAL RESPONSIBILITIES

- Perform miscellaneous tasks as requested or required
- Work overtime and on call as required
- Maintain a clean and safe working environment for all areas
- Perform miscellaneous tasks as requested or required.
- Handle stressful situations appropriately.
- Have the ability to help out where needed and repair equipment as required.
- As a member of the Team Leader group, participates in the leadership of Gardener's Supply and America's Gardening Resource.
- Models and leads enthusiasm for the AGR/GSC history, culture, mission and operating principles.

REQUIREMENTS

- Strong written and verbal communication skills.
- Excellent people and organizational skills with the ability to lead, motivate and resolve conflict.
- Knowledge of various fulfillment systems and equipment.
- Ability to coordinate and balance multiple areas with changing demands.
- Excellent problem-solving and management skills equivalent to those usually acquired in achieving a Bachelor's level of study with 2-5 years in a business, preferably a mail-order/warehousing environment.
- Detailed knowledge of GSC systems including computer operations.
- Ability to prioritize and satisfy multiple and complex demands in a timely, service-oriented manner.
- Three to five years of mail-order distribution experience in a \$30-50 million company.
- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Ability to frequently lift from 5-80 pounds, 50-80 pounds with help.
- Ability to frequently lift, bend, reach, walk and stand during entire shift.
- Ability to open, tape, build and handle boxes on a frequent basis.
- Ability to frequently push/pull with 5-80 pounds.
- Able to work in a warehouse environment.

Gallagher, Flynn, & Company, LLP has been retained to conduct this search. Interested candidates may apply by sending a resume and cover letter to Shane Capron at talentsolutions@gfc.com. While we appreciate all interest in this opportunity, only candidates most closely aligned with our search will be contacted.

Disclaimer: What is listed above is representative of the responsibilities of the position but are not meant to be an exhaustive list. Responsibilities may change during employment at the company's discretion. Gallagher, Flynn & Company, LLP and our client do not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.