



Distribution Manager - Mountville, PA

American Direct is a growing organization with more than 25 years of experience providing all-in-one door and access control services from pre-construction and logistics to installation, training and support. We are experts at delivering security solutions at the physical door opening of any building. For more information about our organization please visit: www.americandirectco.com

We are looking for a **Distribution Manager** to join our **Distribution Team in Mountville, PA**. American Direct is looking for motivated individuals to help our organization continue its expansion across the country. If you have the experience and qualifications outlined below, we want to hear from you!

Responsibilities

Main Duties

- Deliver a high level of customer service by promptly communicating and scheduling all deliveries and/or outbound shipments to customers
- Schedule outbound LTL shipments once material is received to include generating appropriate paperwork and coordinating deliveries with customers
- Effectively manage Warehouse employees including Warehouse Manager and Delivery Driver(s)
- Prepare shipping paperwork for all shipments/delivers from Mountville, PA Fulfillment Center
- Assisting in the organization of warehouse facility
- Ordering shop supplies for the warehouse
- Covering the warehouse when needed
- Oversee Fulfillment Center inventory using in first out method
- Receipt of materials and put-away as needed
- Inventory management including cycle counting and physical inventory
- Assist with receipt of material for hardware pre-install projects to aid our installers
- Manage our stock inventory and work-in-process (WIP) to a high level of accuracy to prevent short or incorrect items in our inventory
- Ensure a safe working environment at all times with no injuries
- Routine cleaning and maintenance of warehouse and warehouse equipment as needed

Position Requirements

Required Skills

- A minimum of five (5) years previous warehouse management or oversight experience required
- A minimum three (3) years of people management/supervision experience required
- High School Diploma

Skills and Abilities

- Excellent communication and interpersonal skills
- Team player
- Client service focused

Preferred Skills

- Experience in the construction industry with emphasis in the specific fields of Doors, Frames, Hardware and Specialties will be desirable
- Forklift Operator's Certificate preferred. NOTE: If candidate does not have certification, he/she should have to have the ability to obtain certification. American Direct will provide training to obtain certification
- MS Dynamic

Equal Opportunity Employer/Minorities/Females/Protected Veterans/Individuals with Disabilities