

Sto Corp. Job Description

Title: Sales/Distribution Center Supervisor

Location: Minneapolis, MN (Brooklyn Park)

Reports To: Director, Supply Chain Management

Summary: As an affiliate of a German-based company, Sto Corp. is the North American leader in innovative cladding and coating solutions for building construction, maintenance and restoration. The Sales/Distribution Center Supervisor will oversee the performance and functions related to warehouse operations and order fulfillment such as, but not limited to; shipping, receiving, order fulfillment, inventory storage organization, inventory control, etc. This position will have overall financial performance responsibilities for the warehouse functions under its direction. The primary responsibility of this position is to lead these functions as to deliver cost effective, consistent, and value-added service to internal and external customers, in support of our vision of being the industry leader enhancing the overall “Customer Experience”. This role will work closely with Operations, Accounting, Customer Service, Logistics, Purchasing and Inventory Management along with the local sales group. This position will be responsible for all aspects of Warehouse Management including but not limited to: safety performance, quality performance, financial performance, workflow optimization, process improvements and discipline, employee performance, cost savings initiatives, implementation and execution of the Sto Corp. Strategic Plan.

This role will have direct oversight of the personnel in the following functions: Loading, Receiving, Customer Service, Transportation, Administrative or any other functions directly related to Sales/Distribution Center supervision and management.

Job Responsibilities (includes, but not limited to):

- Manages and coordinates warehouse staff on all shipping operations to ensure adherence to established procedures
- Manages all warehouse/shipping activities to support sales, transportation, inventory control and customer service operations including, but not limited to receiving, storing, shipping materials, and necessary administrative requirements
- Reviews, analyzes, modifies, and implements efficient and effective department processes, policies, and procedures
- Ensures accurate and timely shipments and receipts
- Enforces established safety guidelines; promotes a safe workplace
- Organizes and maintains accurate records and metrics; audits as necessary

- Performs quarterly and/or annual physical inventories; provides inventory reports
- Establishes and maintains professional communication with vendors, customers and various company staff members
- Hires, trains, supervises, motivates and develops warehouse staff; manages schedules and workflow
- Assigns duties and monitors quality of work; assures staff conforms to organizational policies/procedures and government regulations
- Provides day-to-day guidance and oversight of subordinates; actively works to promote and recognize performance
- Keeps up to date on overall activities of the team, identifying problem areas and taking corrective actions
- Performs other duties as assigned

Education:

Bachelor's Degree in Business, Logistics or Supply Chain Management. In lieu of degree, 10 years of supervisory experience in the distribution industry or plant/operations management is required

Experience:

5-10 years of prior experience supervising employees at various organizational levels, operational management, and/or warehouse management

Skills:

- Customer service focused attitude
- Strong communication, organizational and time management skills
- Strong interpersonal skills are necessary to meet the demands of the position; ability to build relationships
- Be a team player – willing to work for the improvement of the team and its goals
- Dependable
- Self-motivated, strong sense of responsibility and proactive problem-solving capabilities
- Strong negotiation skills and attention to detail
- Ability to make decisions in a complex, fast-paced environment
- Excellent interpersonal skills and the ability to establish and maintain effective relationships with customers and staff at various organizational levels
- Must be able to ensure the integrity and confidentiality of sensitive information and records
- Sound financial, analytical and problem-solving skills
- Excellent oral/written communication, presentation, and listening skills
- Must be able to operate a forklift and other related warehouse equipment

Knowledge:

- Strong knowledge and proficiency in data software: Microsoft Office Suite (required), CRM (preferably Salesforce.com), SAP (preferred)
- Understanding of the building materials environment (preferred)
- Familiarity and knowledge of Sto products (preferred)
- Knowledge of material management principles and practices as related to order and inventory management
- Demonstrated experience coaching, developing teams and individuals

Physical/Mental/Environmental Demands

- This job involves the following physical demands: Walking, standing, bending, stretching, using hands and fingers to hold, grasp, push, and lift items
- A large percentage of work time is spent in a warehouse where temperatures can range from cool to hot and noise level can be moderate to high
- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 10 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone