



## Manager, General

**Position Title:** Manager, General  
**Work Location:** Woodland Distribution Center

### Job Specific Information

#### I. Summary

Key leader in all areas of site Distribution Center; oversees all aspects of warehouse operations, including; Inventory, Receiving, Warehousing, Sales, Shipping and Traffic.

#### II. Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supervise warehouse work crews, including forklift drivers, forklift loaders, inventory clerks, technicians, in accordance with Company policies and applicable laws
- Indirectly supervises various members of Distribution Center staff. Coach employees for attainment of Company and individual goals and objectives in accordance with Company guidelines, and performance management system
- Establish operational procedures for verification of incoming and outgoing shipments, handling and disposition of products, and maintaining appropriate warehouse inventory
- Warehouse operation oversight including lumber storage and handling; inventory rotation; truck loading and unloading; special order fulfillment; fence panel assembly; rolling stock maintenance; product packaging, and traffic
- Coordinate activities of the Distribution Center of traffic, inventory, sales, purchases and quality of material to ensure availability of products and on time deliveries to customers
- Oversee on-site Financial Planning, Inventory and Direct Channel Sales
- Direct Remanufacturing activities with Warehouse Supervisor as needed
- Implement measures to improve production methods, equipment performance, working conditions, use of equipment to increase efficiency and quality of product
- Facilitate programs in conjunction with Environmental and/or Safety Manager and Director, Distribution to train employees in work site environmental and safety practices in accordance with established policies
- Perform safety inspections; observes safety and security procedures; determines appropriate action beyond guidelines; takes action regarding potentially unsafe conditions
- Create and distribute financial analysis, business plans, budgets, forecasts and expectations, monthly or annually
- Train employees in distribution and logistics processes to enhance skill, judgment and business performance

#### III. Qualifications/Physical Requirements

- Bachelor's degree (B. A.) from four-year college or university, preferred; seven years related experience and/or training; or equivalent combination of education and experience
- Background in warehouse management systems, computerization, RF background, lean manufacturing
- Must maintain and carry a valid California driver license and remain eligible and capable of operating company vehicles including automobiles and trucks in accordance with company policy guidelines
- Advanced knowledge in Microsoft Word , Outlook, Excel, Project and Power Point
- Regularly required to talk or hear and frequently required to walk, use hands to finger, handle, or feel.
- Must occasionally lift and/or move up to 50 pounds.
- This position requires wearing eye protection, hearing protection, safety shoes, and hard hat.
- Position has travel requirements of a local nature (within 100 miles) usually by car up to 10% of the time, and occasionally outside the local area but within the state usually by car or plane

#### IV. Application Process

- Email a resume to Recruiter@MendoCo.com to request an application or
- Send by fax to (707) 485-6873 or
- Call (707) 485-6731 for more information