

GENERAL WAREHOUSE**Starting Pay: \$12.15-\$13.15****Benefit Programs Available**

(depending upon eligibility)

- Health/
Vision/
Dental
Insurance
- 401K
Savings
- Life
Insurance
- Annual
Bonus

Responsible for the expedient and accurate handling of merchandise into and/or out of the warehouse facility. General warehouse duties occur within the assigned area of warehouse operations, but position supports all areas of the warehouse as needed.

DUTIES and RESPONSIBILITIES:

- Moves incoming or outgoing merchandise throughout the distribution center by hand, hand truck, or forklift equipment.
- Checks, verifies and audits merchandise to ensure that ordered merchandise has been received and that merchandise is as ordered and not damaged or defective; enters data into remote data terminal.
- Identifies, separates, labels, and palletizes merchandise onto flats.
- Replenishes pick areas as identified by replenishment reports and various requests for merchandise.
- Fills merchandise orders from stores by selecting and moving merchandise from pick slot to conveyor.
- Loads outgoing merchandise from conveyor and/or four-wheel truck into trailer.
- Reports damages and/or vendor compliance issues to supervisor.
- Partners with supervisor to resolve problems or discrepancies.
- Meets safety, productivity and quality standards.
- Performs other related duties and responsibilities as assigned.

KNOWLEDGE and SKILLS:

- Communication skills sufficient to communicate with co-workers; to understand and provide directions; to respond to management inquiries; and to make entries on reports and records
- Basic knowledge of simple math concepts
- Ability to use a Radio Frequency Unit
- Ability to learn basic knowledge of use and operations of motorized merchandise movement equipment
- Ability to maintain annual certification requirements

EXPERIENCE and/or EDUCATION:

- High school diploma or equivalent preferred
- Experience working in an automated distribution center preferred
- Experience with warehouse management systems applications preferred

WORKING CONDITIONS:

- Continuous lifting of merchandise up to 65 pounds on a regular basis, and occasional team lifting of merchandise up to 85lbs
- Continuous walking, including long distances and up and down stairs
- May work at heights up to 30 feet above ground
- Standing, bending, stooping, squatting, kneeling, reaching, and pushing and pulling using hands and/or arms on a repetitive basis above and below the shoulder level
- May work continuously up to 12 hours
- Exposure to extreme heat and cold conditions as well as dust and noise

WAREHOUSE SUPERVISOR II

Benefit Programs Available

(depending upon eligibility)

- Health/
Vision/
Dental
Insurance
- 401K
Savings
- Life
Insurance
- Annual
Bonus

GENERAL SUMMARY:

Supervises the timely receipt, stocking, order filling, or shipment of merchandise. May supervise employees who operate rolling stock equipment and/or automated equipment.

DUTIES and RESPONSIBILITIES:

- Reviews WMS reports; notifies WMS personnel regarding shutdowns or other WMS failures.
- Utilizes Standard Operating Procedures to resolve and correct problems; communicates issues to Inbound/Outbound Manager.
- Reviews reports to determine daily department staffing levels; reviews staffing plan with Inbound/Outbound Manager.
- Develops continuity in utilization of Labor Transfer pay program.
- Conducts weekly and monthly staffing review with Inbound/Outbound Manager.
- Partners with Training Department to monitor new employee development tracking.
- Plans daily production goals.
- Utilizes Productivity Improvement Plan process to identify improvement areas.
- Reviews quality measurements and reports status to Inbound/Outbound Manager.
- Maintains employee records on a daily basis.
- Supports safety programs to reduce or eliminate employee injuries.
- Conducts annual employee reviews and merit increase evaluations.
- Interviews and selects candidates for employment in partnership with Human Resources department.
- Performs counseling sessions and is empowered to dismiss employees in applicable situations.

KNOWLEDGE and SKILLS:

- Understanding of inventory accounting.
- Knowledge of specific inbound or outbound functions within the distribution center.
- Strong attention to detail
- Demonstrated skills necessary to assist employees in conflict resolution and one-to-one communication.
- Good oral and written communication skills to include interviewing skills.
- Computer skills: warehouse management systems, Word, Excel, and payroll/personnel systems such as KRONOS.

WORK EXPERIENCE and/or EDUCATION:

- Automated distribution center experience preferred.
- Two or more years of supervisory experience.
- Warehouse Management System (WMS) experience preferred.

WORKING CONDITIONS:

- Must be able to physically move throughout the distribution center to monitor the flow of merchandise.
- Exposure to changing climatic conditions.
- Exposure to dust, lighting and noise.
- Some heavy lifting, bending, stooping, squatting, and kneeling may be required to assist employees when necessary.

OPERATIONS MANAGER

Benefit Programs Available

(depending upon eligibility)

- Health/
Vision/
Dental
Insurance
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Savings
- Life
Insurance
- Annual
Bonus

GENERAL SUMMARY:

Identifies, collects, organizes, and analyzes information to resolve operational and employee gaps. Develops measurement systems that identify areas for improvement. Leads management team in developing action plans for operational improvement. Assists in creating a strong work team and helps resolve employee relations issues.

DUTIES and RESPONSIBILITIES:

- Conducts analysis of reports relating to sales, volume, payroll, employee turnover, monthly operational and capital expense budgets; prepares reports to communicate operational performance and overall performance of the distribution center.
- Utilizes performance measurements and indicators to develop a measurement system that will identify areas for improvement; leads development of Productivity Improvement Plan for each performance indicator or area identified.
- Guides distribution center management team in developing action plans for conducting internal analysis and identification of operational gaps.
- Partners with management and non-management team to identify root causes for gaps using feedback from employee discussions and analyses of historical and future planning data reports.
- Identifies and communicates changing trends as identified through analysis; partners with team to develop a work environment that understands and responds to the need for change.
- Sets distribution center performance goals.
- Monitors distribution center budget on a monthly basis and provides expense rationale; assists DC Manager in developing annual budget.
- Works with Human Resources to determine appropriate methods to solve employee relations issues; demonstrates effective use of Dollar General policies and procedures.
- Creates a strong distribution center work team by leading the process to eliminate operational barriers.
- Develops a positive, participative image in the community.

KNOWLEDGE and SKILLS:

- Strong analytical and math skills; strong attention to detail.
- Knowledge of specific individual operations within the distribution center.
- Planning and forecasting skills.
- Ability to communicate effectively in order to write operational and overall performance reports as well as coordination with corporate offices and retail stores.
- Understanding of human resource practices and OSHA and FDA regulations.
- Ability to effectively monitor and develop team members to ensure smooth operation of the distribution center.
- Proficiency in Excel and Word; experienced with general software applications; familiarity with Warehouse Management System functionality.

WORK EXPERIENCE and/or EDUCATION:

- Ten years experience in distribution, logistics, and management.

WORKING ENVIRONMENT:

- Must be able to move around the distribution center for observation and to identify areas that require change.
- On-call during evening and weekend hours.

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