

Job Description: Director of Operations

Core Responsibilities:

1. Operational Oversight
 - a. This role is responsible for daily operations of the business, ensuring planning, organizing and overseeing all distribution functions, including order processing, picking, packing, shipping, and receiving.
 - i. Control Inventory Asset.
 1. This may include developing daily cycle-count habits. Wall-to-wall monthly inventory occurs.
 2. Create monthly inbound forecast and orders to the Distribution Center.
 - ii. Manage customer base.
 1. Within the guidelines established by the head office, the role shall provide exemplary customer service to our customers.
 - iii. Provide leadership team with key market intelligence to forge sustainable market strategies and plans.
 1. This role is to provide specific information relating to competition, pricing, emerging developments and market trends.
 - iv. Safely and effectively manage staff.
2. Meet or exceed goals and targets while working within the parameters of a defined budget.
 - a. Work with head office to develop appropriate budget required to meet goals and expectations.
 - b. Work with leadership team to develop best practices, transferable to other markets and sales channels.
3. Perform all job responsibilities safely and ethically.
 - a. This role is expected to operate within the corporate guidelines and core values.

Job Requirements:

1. 5+ years' experience selling imported programs within business-to-business channels.
 - a. Ideal candidate will have experience within the automotive aftermarket and/or lead-acid battery industry.
 - b. Local business and market development a definite plus.
2. Candidate must be able to develop and deliver complex presentations to Leadership group.
 - a. Strong technical aptitude and product knowledge are required.
3. This role may require small order/hot shot delivery to local customers.
 - a. Candidate must be able to safely lift 50+ pounds and safely operate a hand-cart.
 - b. Must have a valid driver's license issued from the state of residence.
4. This position requires candidate to reside within a reasonable distance from the region/territory and/or market.
 - a. Reasonable distance shall be defined as within 1- 1.5 hours of primary distribution location (warehouse).

- b. Some business travel is expected, requiring up to several days away from homebase.
- 5. Role may be required to support warehouse operations including but not limited to: Loading and unloading delivery trucks and/or shipping containers. Picking and staging orders for pickup. Labelling/decorating product as necessary to fulfill orders.
 - a. Ability to safely operate a forklift and/or pallet jack required.
- 6. Candidate must have and be able to demonstrate skills using Email, Microsoft Office software (Excel, Word, PowerPoint) as well as possess appropriate skills to troubleshoot and set up company provided computer and equipment.
- 7. This role requires the ability to proficiently read, write and communicate in English.

Educational Requirements:

- 1. Bachelor of Science or Arts Degree from an accredited College or University preferred.
 - a. Candidate without preferred educational background shall be considered with commensurate experience.
 - i. Candidate must demonstrate strong arithmetic and organizational skills.
 - ii. Preferred candidate can demonstrate strong spelling and grammar skills.

Other Requirements:

- 1. Candidate must sufficiently pass a personal background check and/or drug screening.
- 2. Candidate must have a valid status, legally working in the U.S.