

JOB TITLE: Island Manager – Kauai
DEPARTMENT: Operations

POSTING DATE: 4/1/2021
CLOSING DATE:

REPORTS TO: Director of Operations

BASIC SCOPE/PURPOSE

Oversees, plans, organizes, and monitors the island's operations ensuring a smooth, efficient and consistent operation.

PRINCIPAL ACCOUNTABILITIES

Maintain a personnel structure and staffing level to accomplish the Administrative, Warehouse, Receiving and Distribution mission in an effective and efficient manner.

Plans and coordinates work, trains and motivates, monitors and evaluates performance of entire staff; ensures their ability to perform up to company standards. Counsels, records, and disciplines as necessary. Develops Supervisors to effectively oversee the daily routines of their assigned Crew Members.

Maintains an equipment structure and level to accomplish the company's mission in a safe and effective manner. Provides appropriate equipment to ensure a safe working environment. Researches material handling equipment to ensure procurement of the most suitable equipment in terms of performance, safety, reliability, and cost.

Monitors the safety and movement of all products to include receiving and distribution. Ensures receiving reports accurately report product received. Resolves discrepancies with Purchasing regarding invoices, packing slips, and receiver reports. Monitors the flow of paperwork from Receiving to Inventory Control for timely data entry. Oversees the movement and storage of product into the Warehouse in an efficient, effective, and safe manner.

Monitors and measures Receiving and Warehouse performance for accuracy of locator, receiving reporting, movement and storage of product, and transfers.

Monitors and measures distribution performance on drivers, merchandisers and pre-order merchandisers.

Develops and recommends annual budget requirements for the facility. Anticipate and request funding for future personnel requirements. Anticipate and request funding for future material handling equipment.

Performs other related duties as required.

QUALIFICATIONS

One to three years experience in Management or Supervisory experience in a distribution or manufacturing environment.

Strong knowledge of Receiving, Warehouse, Material Handling and Distribution operations, methods, and practices. Ability to develop personnel and equipment structures to support present and future operations. Knowledge of Bar Code Technology and Electronic Data Interchange a plus. Must possess the ability to effectively communicate orally and in writing.