

JOB DESCRIPTION

Job Title: VP, DISTRIBUTION OPERATIONS - SPRINGFIELD

Department: Supply Chain

Location: Distribution Center

ABOUT GABE'S

Founded in 1961 in Morgantown, West Virginia, Gabe's is a leading off-price retailer. Since opening more than 60 years ago, Gabe's has focused on being the destination for the very best deals on everything you need. Old Time Pottery, a Tennessee-based home merchandise store, became a part of the Gabe's family in 2023. Combined, the companies offer customers a broader assortment of home and seasonal products at incredible prices. Today, more than 170 Gabe's and Old Town Pottery store locations are found across 20 states.

JOB SUMMARY AND PURPOSE

The Vice President (VP) Distribution Center (DC) Operations –Springfield provides vision, leadership, management, and direction to the entire DC team, driving overall operational execution and results. Aligns DC vision to the company's business goals. Champions change to drive results by developing and executing short-term action plans and long-term strategies. Drives company initiatives to ensure maximum productivity, profitability, and compliance with company policies and procedures. DC success comes from the VP's belief that everything we do is for the customers, both internal and external.

DUTIES AND RESPONSIBILITIES

- Directs and reviews operating results, evaluates progress at distribution center(s), and controls expenses related to budgets and inventory. When needed, will revise DC's plan to meet the targeted goals.
- Manages performance of distribution center to meet and exceed Key Performance Indicators (KPI). Contributes to the KPI target setting process for Supply Chain.
- Approves hiring / staffing goals needed to support business needs; sources candidates for all management positions
- Makes strategic business decisions by creating short-term and long-term planning strategies, ensuring alignment with the company
- Gains business insights, develops strategies, and directs the allocation of resources to drive and deliver results
- Accountable to company and executive leadership for production and efficiency of the DC
- Manages and measures progress and results against deadlines and targets
- Implements Continuous Improvement to generate plans that feature both short and long-term improvements, with and without capital investment.
- Actively walks with the DC Director and managers assess DC performance, collaborates on any opportunities, and celebrates all successes
- Partners with management team to develop any needed action plans that arise from department walks
- Accountable for compliance of policy and procedures; audit requirements
- Ensures best practices are followed to drive maximum productivity
- Generate executive summaries and reporting for the purpose of communicating improvements and related benefits to leadership
- Drives key initiatives in the areas of Quality, Safety, Sustainability, Cost, and Service through Continuous Improvement Management Operating Systems.
- Monitors, maintains, and follows company policy and procedures
- Ensures the cleanliness and maintenance of the DC
- Ensures a safe work environment for all team members in accordance with all OSHA standards and regulations

- Works closely with all other business partners to continuously improve the distribution process, minimize risk, improve / prevent loss
- Collaborates with SVP of Supply Chain in developing group budget and expenses.
- Closely monitors and manages payroll and supply costs continually, allocates resources needed to support business needs in conjunction with department managers
- Oversee the flow of inventory through the operation.
- Ensures inbound and outbound freight movements, into and from the operation, are executed according to plan and on budget.
- Oversee the implementation and maintenance of warehouse management systems (WMS) and other relevant technology to streamline operations and improve data accuracy.
- Models all behaviors to foster a culture that ensures the internal and external customers are the focus
- Models an "Open Door" policy that fosters an environment of open communication
- Responsible for the effective use of the DC(s) WMS or other Operating Management System
- Leads and coaches' effective talent selection, training, coaching, motivating, and recognition
- Stimulates growth in self and others through coaching, training, and developmental conversations with direct reports
- Motivates others through recognition as well as understanding the diversity of their team
- Builds succession plan with a talent pipeline
- Writes and delivers mid-year, individual development plans, and annual reviews for management team
- Identifies key people issues to improve turnover results
- Provides support to direct reports in performance management cycle, up to termination
- Assesses individual managers' performance and delivers mid-year and yearly performance reviews
- Performs all DC terminations, with assistance from HR as needed
- Retains great management and team members
- Manages and measures progress of the team
- Ensures time and attendance is managed by each department manager, accurately and responsibly

EDUCATION AND EXPERIENCE

- BA or BS degree, or equivalent experience, required
- Previous Supply Chain Management and Leadership experience required (5+years)

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrates ability to inspire, lead, train, mentor, and build an effective team
- Proven ability to effectively delegate, follow up, and communicate with all levels of the organization
- Demonstrates ability to manage complex and competing priorities using time management and organization
- Demonstrates ability to assess talent, coach, develop, and manage performance
- Demonstrates business acumen with strong strategic and analytical skills
- Proven ability to lead leaders, build others' skills, and accountability
- Proven ability to manage employee relations issues accurately and in a timely manner
- Demonstrates accountability to entire DC operations, functions, and effectiveness
- Schedule flexibility to include holidays, evenings, weekends, and non-business hours as needed
- Proven ability to team build, make connections, and rally people to achieve goals
- Proven ability to inspire trust and build rapport with all DC crew and leaders
- Ability to stand for extended periods of time, lift moderate weight (up to 50 lbs.)
- Ability to work overtime when necessary

SUPERVISION

Reports to the Senior Vice President (SVP) of Supply Chain. The VP DC Operations - Springfield - supervises the entire DC with direct supervision of the Director of DC, Operations Manager(s), Receiving Manager(s), Shipping Manager(s), WMS Manager(s), Maintenance Manager(s), and Production Manager(s), across all shifts.

DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide reasonable accommodation for individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or the public.