

COMPANY DESCRIPTION

COGIMEX USA, established in 2002, is the commercial and distribution arm of the COGIMEX Group in North America. The COGIMEX Group, family owned and established in the early 1990's in France, **MANUFACTURES AND DISTRIBUTES JEANS**, pants, shorts, and other items under its own registered brand, or under the private labels of its customers located in Europe and in North America. Our customers in the United States include various retailers, from large national and regional retail chains, to independent specialized retail stores.

JOB DESCRIPTION

We have an immediate need for a full time **D.C. MANAGER** for our 55,000 SQF distribution center located in **HARVEY (IL)**, 30-45 minutes south of downtown Chicago.

The position is a critical and central part of the D.C., and it is responsible for its smooth running. We are currently seeking a person with a positive attitude, with adequate experience, and who is a team player and seeks to work in a fast paced environment.

RESPONSABILITIES

The D.C. Manager will supervise all D.C.'s employees to ensure the following tasks are accomplished:

- Receive inbound shipments and verify items against the record of shipment
- Add received merchandise to the inventory
- Maintain and keep inventory organized and ready for picking
- Pick, scan and pack customer orders
- Prepare all documentation for shipping, and schedule pick-ups
- Safe loading and unloading of merchandise in an out of the warehouse

► ***IT WILL BE EXPECTED OF THE D.C. MANAGER TO BE ABLE TO PERFORM ALL THESE TASKS IF NECESSARY***

The D.C. Manager's direct tasks and responsibilities will include the following:

- Track inbound shipments, and organize delivery to D.C.
- Ensure accuracy of outbound customer orders
- Ensure all customer orders are shipped on a timely manner
- Investigate customer issues (shortage, overages, delays...), and various other duties as needed

The DC Manager will also be responsible for the following, in conjunction with the related vendors and service providers:

- Maintenance of the D.C. and of all equipment (forklifts, order picker...)
- Liaise with vendors to ensure no shortage of supplies
- Liaise with staffing agencies for labor needs
- Establish and enforce all necessary rules and regulations
- Train associates on an on-going basis to ensure all rules and regulations are followed

Certain **administrative tasks**, in conjunction with various internal partners, will also be the D.C. Manager's responsibility. These include overseeing the payroll, and working with accounting to confirm expenses. More importantly it will be expected of the D.C. Manager to have a **hands on approach**. The candidate should be willing to perform tasks such as, scanning orders, loading/unloading trucks, scheduling pick-ups, or fill in a bill of lading if necessary.

QUALIFICATIONS

- Associate degree or equivalent
- Strong knowledge of D.C. operations, and at least 10 years of D.C. related experience
- Ability to load and unload trucks/trailers using various types of powered equipment
- Proficient with Microsoft Office, and experience working with UPS and FedEx software
- Excellent computer, data entry, and email communication skills required
- Excellent communication and customer service skills
- Work well under pressure, with the ability to handle multiple task concurrently
- Safety conscious, organized, and detail minded

COMPENSATION & BENEFITS

These will be established on a case by case basis, based on the candidates' skillset and experience. We intend to offer an attractive package to the right candidate, as it is our intention to find a qualified and reliable manager in order to help us grow our business in the United States.