

TOMY International, Inc.

POSITION DESCRIPTION

JOB TITLE: Sr. Manager Distribution/Warehouse
EFFECTIVE DATE: April 2024
DEPARTMENT: Distribution – Dyersville

OVERALL SUMMARY: Manages day to day customer order fulfillment functions and associated processes/procedures. To supply first class service both internally, to all areas of the business, and to our external customers and suppliers. Works closely with inbound freight coordinators within the department along with managers throughout the warehouse to ensure efficiency.

EDUCATION: Associates Degree

EXPERIENCE: Minimum 2-3 years of experience within a warehouse setting.

KEY RESPONSIBILITIES:

- Maintains daily communications with other departments in the company to ensure orders are shipped/routed within their compliance guidelines.
- Collaborate and communicate effectively with internal and external customers involved in the receipt and shipment of orders.
- Handle multiple tasks simultaneously, maintain focus, and adapt to a variety of challenges.
- Identify system requirements and work with our IT department to implement.
- Understanding Order Fulfillment
- Safety Policy and Procedures

KNOWLEDGE AND SKILLS:

- Knowledge of Freight Industry
- Decision-making skills
- Adaptability
- Forward Thinking
- Keen Attention to Detail
- Quick Follow Through/Time Management
- Good Interpersonal Skills
- Leadership

We are looking for people who are passionate about being part of a diverse team, where different backgrounds, experience and opinions are valued and incorporated into our daily work. We want to welcome people into our company that like to collaborate, take on challenges and value a wide variety of global views about consumers, brands, processes and products.

If interested and qualified email your resume to hr@tomy.com.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as comprehensive inventory of all duties, responsibilities and qualifications of employees assigned to this classification.