

70 Years of Building Value Into Building Products.

ODL builds products that build value into your home. Designs for every taste, architectural style, and home décor. Products that bring the outdoors--natural light, fresh air--indoors. Ideas that change the game. Styles from classic to craftsman, old world to contemporary. Solutions for privacy or connection, small spaces, entryways or back porches. Decorative doorglass, transoms, sidelights, retractable screen doors, blinds between glass, severe weather doorglass, and much more.

For our Reno, NV Distribution Center we are looking for a **Distribution Operation Supervisor**

The incumbent of this position will provide day-to-day leadership of assigned staff. You will ensure that equipment and facilities are properly maintained, including programming and troubleshooting. You will also participate in continuous improvement activities supporting Company goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and prioritize the activities of staff as well as assuming responsibility for staffing, training, departmental communication, discipline and employee performance management.
- Responsible for the overall care and management of the facility including safety, housekeeping, maintenance, personnel, productivity, staffing, inventory and purchasing.
- Interacts with Manufacturing, Material Planning, Purchasing, and Maintenance personnel in local and offsite facilities in support of production and capacity planning needs.
- Ensures employees follow ODL safety procedures and have proper licensing before operating equipment and machinery.
- Uses problem solving processes and continuous improvement tools to solve problems and improve processes.
- Reports department measures to employees and leadership on a daily basis.
- Confers with supervisors of other departments to coordinate flow of materials or products.
- May be responsible for accurate and timely receiving and shipping of material to external and internal

CANDIDATE REQUIREMENTS:

- Associate's Degree preferred with 5+ years related experience and 2+ years of leadership/managerial experience.
- Experience with Bar Coding and Oracle preferred.
- Demonstrated strong analytical, trouble-shooting and problem-solving skills for successful performance of job duties.
- Must have understanding of business issues relevant to job and company operating procedures and connect these to work priorities and resolve problems.
- Demonstrated ability to lead, develop and motivate others and manage staff toward departmental goals, usually of a short-term focus, through support, coaching and training. Staff may be distributed across two shifts, so schedule flexibility is a must.
- Proficient computer skills, such as Microsoft Outlook, Word, Excel, databases, MRP systems, and Power Point.
- Ability to operate and maintain equipment related to job.
- Ability to lift up to 50 pounds as necessary.

Candidates for positions with ODL must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire.

ODL is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, disability status or protected veteran status.

ODL offers a solid track record of growth and expansion in a highly competitive industry as well as a complete benefits package including health/prescription options, dental insurance, vision insurance, short term disability, LTD option, basic life insurance, additional life insurance amounts available including spouse and dependent child coverage through payroll deduction, flexible spending accounts and 401(k) with a company match.

Please apply via email to: human.resources@odl.com

For a complete listing of ODL Open Positions please visit <http://www.odl.com/careers.htm>