

## **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 Zeeland, MI Distribution Center we are looking for a Distribution Operations Supervisor**

**ODL is looking for an individual who can work independently with strong business acumen to provide day-to-day leadership to distribution center staff on multiple shifts. This person must have a Lean process improvement mindset to ensure equipment and facilities are properly maintained. Leadership skills is necessary, this position will be responsible for leading people on multiple shifts in continuous improvement activities supporting Company goals and objectives. An outside of the box, tactical thinker with the proven ability to program and troubleshoot day to day operations is essential in this role. Exceptional communication skills both written and verbal are essential.**

#### ***ESSENTIAL DUTIES AND RESPONSIBILITIES:***

- Manage and prioritize the activities of staff on multiple shifts along with 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 process 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 customer facilities.

#### ***CANDIDATE REQUIREMENTS:***

- Associate's Degree with 5+ years related experience and 2+ years of leadership/managerial experience.
- Experience with Bar Coding and ERP Systems - Oracle preferred.
- Demonstrated strong analytical, trouble-shooting and problem-solving skills for successful performance of job duties.
- Must have strong understanding of business issues relevant to job and company operating procedures.
- Demonstrated ability to lead, develop and motivate others and manage staff toward departmental goals, through support, coaching and training. Staff is distributed across three shifts, so schedule flexibility is a must.
- Strong written and verbal communication skills; Excellent time management and planning skills.
- 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](mailto:human.resources@odl.com)**

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