

Job ID: **RK120210A**
Job Title: Assistant Director of Distribution / Assistant General Manager
Degree Requirements: Bachelor's Degree
Years of Experience: 3 - 5
Type of Position: Direct Hire
Location: West Arkansas, East Oklahoma
Salary Range: \$90K - \$105K D. O. E.
Travel Required: Less Than 25%

IMMEDIATE NEED in western AR / east OK for an Assistant Director of Distribution / Assistant General Manager who presently has a Bachelor's Degree and a minimum of 3 years work experience in a clothing distribution environment. Relocation assistance is budgeted for this position. The position is bonus and stock eligible. A full benefits package is available.

The **MUST HAVE** items for this position are:

- Bachelor's Degree
- A minimum of 3 years work experience in an apparel distribution environment
- Prior direct & indirect employee supervisory experience
- Ability to read & understand documents (general correspondence, purchase orders office procedures, memos)
- Be able to communicate effectively at all levels of the organization
- Be able to work & run 2nd shift operations
- Be able to stand 8-10 hours each day and have the ability to lift up to 50 pounds

Reporting to the Director of Distribution the **RESPONSIBILITIES** of this position include but are not limited to:

- Supervise up to 200 employees (direct & indirect) in the Quality Control (QC), receiving, shipping, picking, packing, office personnel
- Maintain knowledge of incoming shipments
- Prepare daily work assignments
- Ensure accurate & timely product movement
- Know & understand all functions of those who report to this position
- Assist Human Resources when needed
- Use AS400 computer system for trouble shooting of problem Purchase Orders (PO's), receipts, & other merchandise issues

KEY WORDS: Retail, Wholesale, Materials Management, Distribution, Traffic, Supervision, Management, Clothing, Logistics, Shipping, Receiving, Shipments, Process Improvement, Six Sigma, AS400, 2nd shift, Quality Control, QC, Purchase Order, PO, Picking, Packing, Pack and Hold, Pack & Hold, Cost Reduction

If you meet these requirements and wish to be considered for this position, send your résumé to us using Word 97 -2003 at Resumes@PinnaclePlacementGroup.com mentioning the **Job ID** and the **Job Title** in the subject line of your email. **In your email please provide us a short narrative detailing your experience and expertise as it applies to this position.**