



POSITION SUMMARY

TITLE: Distribution Center Manager- Houston, Texas

DEPARTMENT: Distribution

REPORTS TO: District Manager - Houston

COMPANY OVERVIEW:

Brook Furniture Rental, Inc. (www.bfr.com) is American's leading high end residential and office furniture rental company. We provide high quality furniture and trustworthy and reliable service to sophisticated transferred business executives, both domestic and international, in major metropolitan cities across the country. For three decades, we have focused on delivering the highest possible customer satisfaction through the combination of high quality furniture, impeccable service, and dependable execution. Brook employs over 300 Team Members across the country to run its operations.

POSITION OVERVIEW:

The Distribution Center Manager is responsible for all operational functions for Brook Furniture Rental in Houston, Texas. The purpose of the job is to manage the business to increase Regional Profitability by maintaining high quality product in the inventory, delivering the order right the first time, streamlining operations by eliminating inefficiencies, and developing novel ways to accomplish goals. Functional areas to manage include transportation, delivery teams, inventory management, and inside operations.

RESPONSIBILITIES:

Responsibilities in general are in the following areas. These may evolve as the business requires.

- Lead, train, educate, and monitor implementation of Standard Operational Procedures (SOPs), to make sure that team members understand and implement these processes in the Distribution Center and in the field during deliveries and pick ups.
- Hire and train distribution team members, collaborating with HR as appropriate to identify quality candidates who meet the high Brook standards.
- Manage delivery team routes to maximize their efficiency.
- Productively manage relationships with outside business partners to improve efficiency, implement best practices, and reduce costs.
- Consult with National Merchandising team on inventory utilization, product issues, and inventory management.
- Consult with the National Operations team on distribution opportunities including transportation ideas, scheduling opportunities, and in general improving the ability to more efficiently manage the distribution center.
- Perform regular onsite audits with the delivery teams and inside team, to encourage people in their jobs and to train them in appropriate ways.
- Interact frequently with the sales team on issues and opportunities related to scheduling, product, and miscellaneous issues
- Continually search for more efficient and low cost effective procedures to implement in the DC. Test out ideas to validate or disprove them.
- Ability to make deliveries, pull product or load trucks during peak times.

REQUIREMENTS:

- At least 5 years of experience in distribution, with an emphasis on leading teams, managing processes, and familiarity with managing by metrics and measurement.
- Must be fluent in English, to listen, communicate, and motivate effectively. Basic knowledge of Spanish would be preferred.
- Process and continuous improvement orientation.
- Good analytical skills, to be able to draw conclusions with data to make changes to the business as required.
- Basic knowledge of DOT, OSHA and State regulations, and ability to interpret and implement regulations.
- Work well under stressful situations (time deadlines, delivery and pick-up schedules); the ability to multi-task in fast paced environment; and flexibility in schedule.
- Maintain professional attitude and appearance, and model it for others.
- Flexibility in schedule to meet demands in our peak seasons.
- Advanced Computer skills.
- Class C or CDL license would be preferred.
- Bachelor's degree or equivalent preferred.

Brook offers a competitive compensation and generous benefit package including health and dental benefits and a 401(k) plan. Email your resume and salary history to resume@bfr.com. We thank all applicants for their interest. Only those chosen for an interview will be contacted.

We are an Equal Opportunity Employer M/F/D/V.