



Surfacing
Change

DISTRIBUTION CENTER MANAGER

MCCOOK, IL – CORPORATE HEADQUARTERS

GPA is the market leader in substrate solutions for offset, digital and wide format printing, with a comprehensive offering of pressure sensitive papers, films, laser labels, eco-friendly substrates, digital and specialty papers, and more.

Our foundation is built on consistently delivering a wide variety of superior products at a great value. It is our continued focus on developing innovative solutions to our customers and their business, combined with the commitment to provide the best products in the marketplace that has positioned us as the industry leader.

Primary Function:

- Manage the day-to-day operations of the warehouse processing orders for single shift distribution operation.
- Represent GPA in a professional manner while interacting with employees, outside suppliers, and fellow managers.
- Exhibiting positive leadership as a member of the Management Team in a manner consistent with the GPA Mission, Core Values and Annual Corporate Objectives
- Responsible for overall management of GPA's Logistics and Warehousing functions in a profitable, efficient, and cost-effective manner.

Essential Job Functions:

- Provide operational support for all desktop and laptop application-related issues.
- Oversee the management and operations of the warehouse through 2-3 direct reports having an emphasis on safety, efficiency, and productivity.
- Monitor product stocking levels to ensure the most accurate inventory levels possible.
- Participate in Regional Buyer Meetings to understand the inbound and outbound projections, while managing staffing levels appropriately.
- Oversee the packaging area of the warehouse to ensure consistency and quality in the presentation of our product.
- Review monthly performance and status reports generated for the warehouse and receiving departments. Discuss the results with direct reports in order to generate feedback and obtain suggestions for improvement.
- Manage the cycle counting process for the facility, ensuring daily counts, monitoring, fixing, and communicating discrepancies, and maintaining better than average variance ratings.
- Communicate and interact with customer service, sales, accounting, purchasing, and management related to the troubleshooting of order, inventory, claim, or freight issues on a daily basis.
- Serve as on-sight leadership support for the Customer Support Department – work with the Corporate Customer Support Manager to assist in on-sight activities.
- Ensure proper adherence and compliance with all operational policies, procedures, and corporate directives.
- Recruiting, hiring, training, and cross-training employees as required.



- Developing direct reports through the use of job specific training, career discussions, and periodic and annual reviews.
- Ensuring that all warehouse employees accurately and efficiently execute the responsibilities detailed in their job descriptions.
- Maintain solid operational processes and adapt accordingly to changing demands (understanding the ins and outs of the business to maintain consistency) – communicating changes and holding employees accountable to them.
- Participate in the company’s Safety Committee.
- Ensure directs are complying with OSHA and company safety guidelines, monitor safety measures throughout the entire facility and make changes as needed to ensure compliance to set safety standards.
- Participate in meetings concerning FSC regulations.
- Ensure direct reports are complying with FSC regulations and packaging guidelines.
- Maintain standards with all vendors for office maintenance, janitorial maintenance, grounds, building alarm systems, phone and data into building and copier/printer maintenance.
- Keep office, warehouse, restrooms, offices and kitchen products stocked for employee usage.
- Set up and maintain forklift certifications and additional training needed for direct reports.
- Participation in regularly scheduled department, divisional, and management meetings as an active contributor.
- Monitor warehouse productivity, especially during peak times, to assess the need for overtime, additional shifts, or increased manpower.

Position Requirements:

- High school diploma required; associate’s degree or other continuing education in IT preferred
- Bachelor’s degree desired, along with 5+ years of Operations Management experience.
- Should have experience with LTL and small package shipping.
- Paper or Printing industry experience preferred but not required.
- Must possess highly effective organizational skills
- Must be strongly process oriented.
- Must possess a strong sense of urgency and ability to use time effectively.
- Must possess strong leadership qualities, with a strong focus on employee performance.
- Must be able to work independently, think strategically, and be able to generate ideas for and successfully execute process improvements.
- Should possess a strong Customer Service attitude both to internal and external customers.
- Works well under pressure and can operate successfully and a very fast paced working environment.
- Accessibility to GPA management and employees during non-business hours

We do not offer relocation

EEO Employer



All post-offer candidates will be subject to the successful completion and passing of a pre-employment background check and drug screen before they can begin employment.

We use E-Verify