

STORE MANAGER

Requisition ID

2023-286883

Job Location (Posting Location) : Address

240 AIRPORT RD

Job Location (Posting Location) : City

GREENVILLE

Job Location (Posting Location) : State/Province

NC

Job Location (Posting Location) : Postal Code

27834

Job Location (Posting Location) : Location

US-NC-GREENVILLE

Company Overview

Dollar General Corporation has been delivering value to shoppers for more than 80 years. Dollar General helps shoppers Save time. Save money. Every day.® by offering products that are frequently used and replenished, such as food, snacks, health and beauty aids, cleaning supplies, basic apparel, housewares and seasonal items at everyday low prices in convenient neighborhood locations. Dollar General operates more than 18,000 stores in 47 states, and we're still growing. Learn more about Dollar General at www.dollargeneral.com.

Job Details

GENERAL SUMMARY:

Responsible for the management of all employees in the effective planning and implementation of all store processes, including ordering, receiving, stocking, presentation, selling, staffing and support.

DUTIES and ESSENTIAL JOB FUNCTIONS:

- Recruit, select and retain qualified employees according to federal and state labor laws and company policies; ensure store is properly staffed.
- Provide proper training for employees; conduct performance evaluations; identify gaps for appropriate solutions and/or counseling, up to and including termination.
- Make recommendations regarding employee pay rate and advancement.
- Communicate performance, conduct and safety expectations regularly; coordinate meetings and events to encourage safety, security and policies.

- Ensure that the store is appropriately staffed and effectively opened and closed each day. Personally open the store a minimum of two times per week; personally close the store a minimum of two times per week.
- Evaluate operating statements to identify business trends (including sales, profitability, and turn), expense control opportunities, potential shrink, and errors.
- Order to ensure the meeting or exceeding of in-stock targets; review ordering plan, seasonal direction and inventory management issues on a weekly basis; follow up on Basic Stock Replenishment (BSR)/cycle counts.
- Facilitate the efficient staging, stocking and storage of merchandise by following defined company work processes.
- Ensure that all merchandise is presented according to established practices; utilize merchandise fixtures properly including presentation, product pricing and signage.
- Maintain accurate inventory levels by controlling damages, markdowns, scanning, paperwork, and facility controls.
- Ensure the financial integrity of the store through strict cashier accountability, key control, and adherence to stated company security practices and cash control procedures.
- Provide superior customer service leadership.
- Maintain a clean, well-organized store; facilitate a safe and secure working and shopping environment.
- Ensure that store is adequately equipped with tools necessary to perform required tasks.
- Follow company policies and procedures as outlined in the Standard Operating Procedures manual, Employee Handbook, and company communications; ensure employee compliance.
- Complete all paperwork and documentation according to guidelines and deadlines.

Qualifications

KNOWLEDGE and SKILLS:

- Ability to read and interpret documents such as diagrams, safety rules, operating and maintenance instructions, and procedures manuals
- Ability to perform mathematical calculations such as addition, subtraction, multiplication, division, and percentages.
- Knowledge of cash handling procedures including cashier accountability and deposit control.
- Ability to perform IBM cash register functions to generate reports.
- Knowledge of inventory management and merchandising practices.
- Effective oral and written communication skills.
- Effective interpersonal skills.
- Knowledge of recruiting, interviewing, hiring, counseling and termination practices including legal compliance and internal processes.
- Knowledge of cash, facility and safety control policies and practices (deposits, store keys, SAFE program, etc.)
- Good organization skills with attention to detail.
- Ability to solve problems and deal with a variety of situations where limited standardization exists.
- Certain store locations may give preference to bilingual Spanish speakers.

WORK EXPERIENCE and/or EDUCATION:

- High school diploma or equivalent strongly preferred.
- One year of management experience in a retail environment preferred.

COMPETENCIES:

- Aligns motives, values and beliefs with Dollar General values.
- Supports ownership by tapping into the potential of others.
- Acts as a liaison between the corporate office and store employees.
- Fosters cooperation and collaboration.
- Interacts with staff tactfully yet directly and maintains an open forum of exchange.
- Demonstrates responsiveness and sensitivity to customer needs.
- Applies basic principles of retail (i.e., ordering cycles, peak inventories, merchandise flow, etc.).
- Provides continuous attention to development of staff.
- Recruits, hires and trains qualified applicants to fulfill a store need.
- Ensures store compliance to federal labor laws and company policies and procedures.

WORKING CONDITIONS and PHYSICAL REQUIREMENTS:

- Frequent walking and standing.
- Frequent bending, stooping and kneeling to run check out station, stock merchandise and unload trucks.
- Frequent handling of merchandise and equipment such as hand-held scanner, pricing guns, box cutters, merchandise containers, two-wheel dollies, and U-boats (six-wheel carts).
- Frequent and proper lifting of up to 40 pounds; occasional lifting of up to 55 pounds.
- Occasional climbing (using ladder).
- Regularly driving/providing own transportation to make bank deposits and occasionally to attend management meetings and to other Dollar General stores.
- Fast-paced environment; moderate noise level.
- Occasionally exposed to outside weather conditions.

MAINTENANCE SUPERVISOR

Requisition ID

2023-286005

Job Location (Posting Location) : Address

2041 STATE HIGHWAY 5S

Job Location (Posting Location) : City

AMSTERDAM

Job Location (Posting Location) : State/Province

NY

Job Location (Posting Location) : Postal Code

12010

Job Location (Posting Location) : Location

US-NY-AMSTERDAM

Job Details

GENERAL SUMMARY:

Provides a safe and mechanically sound working environment in the distribution center. Coordinates the daily activities of the maintenance department to ensure rapid response to departmental requests for repair or service. Identifies performance indicators. Develops and communicates action plans for improvement.

DUTIES and ESSENTIAL JOB FUNCTIONS:

- Utilizes Productivity Improvement Plan process to identify areas for improvement and assists Maintenance Manager in development of a measurement system.
- May review inbound and outbound S&OP reports and assists in department planning; makes adjustments based on distribution center needs.
- Plans daily production goals for department.
- Identifies obstacles to performance through floor observations.
- Reviews daily staffing plan of department/shift with Maintenance Manager; determines proper staffing level for shift or area of responsibility based on receiving/shipping volume and departmental projects.
- Establishes work schedules based on preventative maintenance requirements.
- Conducts required sortation audits and analyzes results to determine appropriate system and/or personnel adjustments.
- Ensures that adequate training is provided for all maintenance department employees.
- In coordination with safety committee, supports safety programs to reduce employee injuries.
- Partners with Maintenance Manager and Human Resources to ensure OSHA compliance; serves a back-up contact person for governmental agencies.

- Maintains status reports on building and facility insurance documentation.
- Assists Maintenance Manager with department budget.

Qualifications

KNOWLEDGE and SKILLS:

- Ability to read and interpret documents such as diagrams, safety rules, operating and maintenance instructions, and procedures manuals.
- Ability to perform mathematical calculations such as addition, subtraction, multiplication, division, and percentages.
- Knowledge of cash handling procedures including cashier accountability and deposit controls.
- Ability to learn and perform IBM cash register functions, including those necessary to generate reports.
- Knowledge of inventory management and merchandising practices.
- Knowledge of cash, facility and safety control policies and practices (deposits, store keys, SAFE and STARS programs, etc.)
- Knowledge of recruiting, interviewing, hiring, counseling, and termination practices including legal compliance and internal processes.
- Effective oral and written communication skills.
- Effective interpersonal skills.
- Effective organization skills with attention to detail.
- Ability to solve problems and deal with a variety of situations where limited standardization exists.

WORK EXPERIENCE and/or EDUCATION:

- Analytical skills and strong attention to detail.
- Ability to read blueprints, electrical, mechanical, and voice and data communication drawings, and various diagrams.
- Understanding of systems such as conveyor, sort view and graphical monitors.
- Working knowledge of fire protection systems.
- Comprehension of conveyor system sortation reports, fire protection and security alarm reports, capital variance reports, and OSHA logs.
- Good written and oral communication skills.
- Computer skills: Word, Excel, autocad systems, and programmable logic controllers.

WORKING CONDITIONS and PHYSICAL REQUIREMENTS:

- On call twenty-four hours per day, seven days a week to support distribution center operations.
- Maintenance experience required.
- Experience in an automated retail distribution center preferred.
- Two years minimum supervisory experience.
- Automated retail distribution center experience preferred.
- Vocational skills training as a tradesperson (mechanical, electrical, welding, hydraulic, pneumatics).

STARTING PAY RANGE: \$71,016 - \$106,524

Jobs in Dollar general:

1. Store Manager
2. Fleet Supervisor
3. Warehouse Supervisor
4. Maintenance Supervisor

about dollar general:

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Dollar General helps shoppers Save time. Save money. Every day by offering products that are frequently used and replenished,

such as food, snacks, health and beauty aids, cleaning supplies, basic apparel, housewares and seasonal items at everyday low prices in convenient neighborhood locations.

Dollar General operates more than 18,000 stores in 47 states, and we're still growing.

job apply link for Store Manager: [Store Manager](#)

job apply link for Fleet Supervisor: <https://shorturl.at/airzB>

job apply link for Warehouse Supervisor: [Warehouse Supervisor](#)

job apply link for Maintenance Supervisor: <https://shorturl.at/LU129>

WAREHOUSE SUPERVISOR

Requisition ID

2023-286586

Address

401 GENERAL DR S

City

ARDMORE

State

OK

Job Location (Posting Location) : Postal Code

73401

Job Location

US-OK-ARDMORE

Job Details

GENERAL SUMMARY:

Supervises the timely receipt, stocking, order filling, or shipment of merchandise. May supervise employees who operate rolling stock equipment and/or automated equipment.

DUTIES and RESPONSIBILITIES:

- Reviews WMS reports; notifies WMS personnel regarding shutdowns or other WMS failures.
- Utilizes Standard Operating Procedures to resolve and correct problems; communicates issues to Inbound/Outbound Manager.
- Reviews reports to determine daily department staffing levels; reviews staffing plan with Inbound/Outbound Manager.
- Develops continuity in utilization of Labor Transfer pay program.
- Conducts weekly and monthly staffing review with Inbound/Outbound Manager.
- Partners with Training Department to monitor new employee development tracking.
- Plans daily production goals.
- Utilizes Productivity Improvement Plan process to identify improvement areas.
- Reviews quality measurements and reports status to Inbound/Outbound Manager.
- Maintains employee records on a daily basis.
- Supports safety programs to reduce or eliminate employee injuries.
- Conducts annual employee reviews and merit increase evaluations.
- Interviews and selects candidates for employment in partnership with Human Resources department.
- Performs counseling sessions and is empowered to dismiss employees in applicable situations.

Qualifications

KNOWLEDGE and SKILLS:

- Understanding of inventory accounting.
- Knowledge of specific inbound or outbound functions within the distribution center.
- Strong attention to detail
- Demonstrated skills necessary to assist employees in conflict resolution and one-to-one communication.
- Good oral and written communication skills to include interviewing skills.
- Computer skills: warehouse management systems, Word, Excel, and payroll/personnel systems such as KRONOS.

WORK EXPERIENCE and/or EDUCATION:

- Automated distribution center experience preferred.
- Two or more years of supervisory experience.
- Warehouse Management System (WMS) experience preferred.

WORKING CONDITIONS:

- Must be able to physically move throughout the distribution center to monitor the flow of merchandise.
- Exposure to changing climatic conditions.
- Exposure to dust, lighting and noise.
- Some heavy lifting, bending, stooping, squatting, and kneeling may be required to assist employees when necessary.

FLEET SUPERVISOR

Requisition ID

2023-286877

Job Location (Posting Location) : Address

100 MISSION RDG

Job Location (Posting Location) : City

GOODLETTSVILLE

Job Location (Posting Location) : State/Province

TN

Job Location (Posting Location) : Postal Code

37072

Job Location (Posting Location) : Location

US-TN-GOODLETTSVILLE

Job Details**General Summary:**

The Fleet Supervisor (FS) is responsible for the day to day transportation operations. Responsibility includes managing 40 drivers, ensuring on time store deliveries, tractor utilization, inbound reverse logistics on time pick up, and driver safe and legal operations.

Duties & Responsibilities:**80%**

- Responsibility for driver safety, FMCSA, and DOT compliance.
- Accountable for on time store delivery routes, tractor utilization, and driver pay.

20%

- Builds strong relationships with drivers through understanding their work life, meeting their expectations, and quarterly face to face business meetings with each driver.
- Accountable for driver training, time at home, driver retention, idle reduction, mpg improvement, driver load dispatch assignment, load optimizing, equipment usage, and effective use of the driver management system. Promotes a safety culture by evaluating the safety performance of all drivers.

Qualifications**Knowledge, Skills and Abilities (KSAs):**

- Proven Leadership and in-depth knowledge of dedicated transportation operations, FMCSA and DOT regulations.
- Understanding of Compliance, Safety, Accountability (CSA) program.
- Strong communication (written and verbal), listening, interpersonal problem solving and innovative thinking skills.
- High attention to detail, strong planning, and organization skills
- Understands driver logs, hours of service, and dedicated operations.
- Proficient in usage of transportation optimization software to perform routing, tendering, scheduling, and shipment tracking.
- Ability to function in a high-stress environment
- Must know MS Office software
- 10% travel required

Work Experience &/or Education:

Bachelor's degree in Business or Logistics preferred, or comparable experience of one to three years in transportation operations for a retailer, manufacturing company, major carrier, or logistics company required. One to three years transportation experience managing at least 40 or more drivers preferred

One to three years onsite driver management experience preferred

One year Driver Dispatch Management System (satellite dispatch systems) experience (McLeod, TMW, Telogis, Dispatch Tracks, AS400)