



Job Description

Job Code:	WH15U	Outside Recruitment Title:	Assistant Operations Supervisor
EEO Code:	1.2	FLSA Status:	Exempt
Department:	Warehouse	Reporting Relationship:	Department Manager

Position Summary:

Assist managers and supervisors with general administrative duties in support of the warehouse operations.

About Martin Brower:

Martin Brower is the largest McDonald's distributor worldwide delivering more than 500 million cases to 17,000 restaurants around the world each year. In addition to McDonald's, Martin Brower services other quick service restaurants including Subway and Bob's in Brazil and Subway and Outback Steakhouse in South Korea.

Martin Brower has been serving the McDonald's system since 1956 and joined Reyes Holdings in 1998. Renowned for finding innovative and timely means of delivering products to customers, Martin Brower is well known for setting new standards for on-time delivery, dependability, efficiency and safety at the international level and has presence in Australia, Bahrain, Brazil, Canada, Costa Rica, France, Ireland, Korea, Kuwait, Malaysia, New Zealand, Oman, Panama, Puerto Rico, Qatar, the United Kingdom, United Arab Emirates, and the United States. As a testament to its leadership, Martin Brower has been recognized with top honors from its customers in Brazil, the United States, Canada, Europe and Australia. To learn more about Martin Brower, please visit www.martinbrower.com.

Position Responsibilities may include, but not limited to:

- Ensure delivery documents are correct for each route dispatching from the Distribution Center
- Create efficient, safe load diagrams
- Compile data for and develop service performance tracking reports
- Conduct inventory management activities, such as audits
- Develop and execute receiving schedules
- Communicate changes in day-to-day activities to other employees as directed
- Any other duties as assigned

Required Skills and Experience:

- 0-2 years current related experience
- High School diploma or GED
- Demonstrated problem-solving skills
- Detail-oriented, conscientious and able to work independently
- Strong organizational and analytical skills
- Excellent verbal and written communication skills

- Proven ability to multi-task effectively and produce accurate, timely results in a fast-paced, constantly changing environment
- Consistently demonstrate a positive approach, team-player attitude and professional demeanor
- Demonstrated proficiency in Microsoft Office Suite, particularly Excel
- Willing to work any shift and any schedule due to our 24/7 environment
- This position must pass post-offer background and drug test

Key Competencies:

Fulfill Your Promise

- Prioritizes work to ensure customer needs are met
- Prioritizes meeting customer needs safely
- Actions and decisions support the culture of teamwork
- Actions and decisions support a culture based on the 'CARES' values
- Actions and decisions support the safety and wellness of all employees

Leaders Developing Leaders

- Proactively seeks feedback
- Pursues learning opportunities
- Takes initiative to practice and apply new skills

Drives Change

- Proactively makes recommendations and suggestions on needed change
- Positively accepts and adapts based on changes
- Supports and stays engaged in strategic level changes

Results Oriented

- Strives for excellence by surpassing established standards
- Within the confines of regulatory guidelines and ethical and safety considerations goes above and beyond to meet all goals and deadlines
- Embraces sense of urgency with priorities
- Addresses critical situations that interfere with getting his/her work done

Communicates Effectively

- Keeps manager informed about progress/problems
- Expresses opinions in a professional manner
- Displays approachable and sincere demeanor
- Develops relationships that are built on trust and open communication

Financial Acumen

- Articulates their location/DC specific initiatives that support the global goal of "meeting financial objectives"
- Understands how their department contributes to their location/DC's overall financial objectives
- Uses financial information and knowledge to prepare analysis to assist daily decision making

Benefits

Martin-Brower knows our employees work hard, so we offer competitive wages and a generous benefits package that contributes a significant amount to your total compensation and your personal well-being.

Additionally, there are many opportunities for you to distinguish yourself and move up in our stable company through excellent work performance.

Benefits include:

- Various health, dental, vision and prescription drug insurance options
- Life insurance, dependent and supplemental options available
- Accidental death and dismemberment insurance, supplemental and dependent options available
- Short and long-term disability insurance
- Flexible spending accounts for healthcare and dependent care
- 401(K) plan with company matching
- Paid holidays and paid time off
- Wellness programs
- Home/Auto insurance
- Roadside assistance coverage
- Legal aid

Physical Demands and Work Environment:

- Occasionally required to lift/carry materials/product weighing up to 50 lbs
- Multi-temperature warehouse, including freezers, coolers and dry storage areas and will occasionally require exposure to temperature ranges from 20 degrees to 100 degrees

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the nature of our business in regard to such things as delivery schedules, order inputs, selection, and Department of Transportation Hours of Service; overtime, attendance and punctuality are essential job functions. Should an individual in this classification not be able to adhere to this requirement due to a disability, they should contact their Human Resource department to see what, if any, reasonable accommodation may be made.

AAP, EEO, M/F/H/V/D, Drug Free Workplace