

Position Guidelines

**BED BATH &
BEYOND**
Beyond any store of its kind.™

Job Title:

Distribution Services Associate

Level:**Position #:****Supervisor's Title:**

Distribution Services Manager

Department:

Logistics

Location:

Corporate/Port Jersey Processing
Center

Basic Purpose: In one or two sentences, provide a brief statement of the overall purpose or function of this position. Try to answer the questions, "Why does this position exist?" Begin with the phrase, "This position is responsible for..."

To analyze various company owned and 3PL facilities to ensure that operational productivity is maximized, costs are controlled, and labor is utilized in the most efficient matter.

Additionally prepare data analysis to support conclusions. Must be capable of gathering and presenting data in a clear concise manner.

Create, modify and enhance CAD drawings to further support conclusions and to make recommendations.

Assist in design, layout, construction and modification of new and existing distribution center facilities.

Principle Accountabilities: Describe this position into accountabilities. List in order of importance. For each principal accountability, describe **What** is done (the action), **How** it is done (method or means), **Why** it is done (The end result expected), and **percent** of time spent on each accountability.

Execute direction from manager with regards to project management.

Responsible for conducting specialized work measurements, method analysis, work simplification and standards to determine most efficient sequence of operation and workflow.

Perform productivity analysis and make recommendations for adjustments to increase productivity.

Establish standards for maximum utilization of personnel, evaluates and recommends training and standardized procedures for all warehouse positions.

Evaluate and enhance operation of conveyors, sortation systems and order processing equipment.

Evaluate costs through specific analysis, research equipment and make appropriate recommendations.

Evaluate and implement best practices.

Prepare Auto Cad layout and evaluate project requirements.

Establish accident prevention measures and identify and develop safety-training programs.

Evaluate departmental procedures and productivity and establish work standards.

Keeps up to date with knowledge of industry standards.

Performs other miscellaneous tasks and duties as assigned by supervisor/manager.

Dimensions/Scope: Provide important data, specifically applicable to this position, that will best describe or measure its size, influence, or effect on the business (items/areas which are managed, safeguarded, controlled,

influenced, or impacted in a measurable way).

Internal and External Relationships: Briefly describe the nature, frequency and purpose of this position's contacts with associates inside and outside of Bed Bath & Beyond

Challenges: Briefly describe this position's greatest challenges, problems, or those opportunities to which decision making and/or creative skills must be applied.

Knowledge and Experience: Indicate any specialized or technical knowledge that is required to accomplish the accountabilities of this position. Qualify these prerequisites as either "essential" or "desired" (include education, nature and/or number of year's experience, etc.).

Excel
Excellent analytical skills
Excellent communication and interpersonal skills
Ability to work independently.
Proficiency in Excel, Word, Access, CAD, and PowerPoint.
3 – 5 years in consulting or industrial engineering.
Desire BA in Industrial Engineering, but will substitute for applicable experience.

