



Distribution Manager

Post Date: August 2009
Title: Distribution Manager
Location: Carmel, IN
Job Type: Full-Time
Relevant Experience: 2-3 years
Education Level: Bachelor's Degree

About the Job

Are you looking for a great place to work, where you can utilize your talents and skills to help a successful business grow even further? TCA Marketing is a premier, full-service promotional marketing company based in Carmel, IN. For more than a decade, we have experienced consecutive years of double digit growth by providing a full range of solutions to benefit our clients while executing strategies with flawless precision. We embrace our values of Passion, Excellence, Inspiration, Professionalism and Integrity in our decision-making, our everyday activities and in our employee, client and vendor relations.

We have a very clear vision for the future: To become the best in the industry through the eyes of our clients, vendors, employees, and partners. The Distribution Manager is an integral part in achieving our vision. As we pride ourselves on flawless execution, this person must be detailed oriented and have excellent organization skills. The primary responsibility of the Distribution Manager is to track every order to ensure accuracy and on time delivery.

Primary Responsibilities:

- Execution of order fulfillment from start to finish utilizing TCA's licensed methodology
- Issue management, resolution and escalation
- Communication with VP of Sales and Marketing, Sales Executives, Clients and Suppliers regarding status of order and issues
- Creation and distribution of order tracking reports
- Overall management and accountability of the distribution center

Skills Required:

- Excellent organization, time management and attention to detail skills
- Strong self-initiative with the ability to prioritize and change directions quickly
- Strong verbal and written communication skills
- 2-3 years of related transferrable skills
- 1 year experience in promotional products industry preferred, but not required

TCA Marketing provides a comprehensive benefits package including vacation and bonus opportunities. We hire exceptionally talented individuals motivated to execute the company's vision. We provide a healthy, fun and energetic environment for our employees to prosper and pursue their goals. We have a great story to tell. If you are interested in helping us write the future chapters, please send your resume and requirements to:

Email: careers@tcamarketing.com

Fax: 317-571-2381

www.tcamarketing.com