

# Area Manager

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## Job Description

At Amazon, we're working to be the most customer-centric company on earth. To get there, we need exceptionally talented, bright, and driven people. Amazon is seeking **Area Managers for our Fulfillment Centers** throughout the United States to join the team of operational leaders. Amazon is one of the most recognizable brand names in the world and we distribute millions of products each year to our loyal customers.

## Responsibilities

You and your team of warehouse associates are responsible for getting Amazon customers their orders. You are responsible for ensuring that you have properly trained people, and that their needs are addressed so they can focus on their jobs. Four key areas that you'll always focus on are the **safety, quality, customer experience, and productivity** of your department. Also, one of the most important aspects of your job is to **lead change** at internet speed.....innovation has made us the global company that we are today!

## Basic Qualifications

- A completed Bachelor's Degree from an accredited university
- Authorized to work in the U.S. without sponsorship
- Direct management experience for employees and their performance
- Experience with performance metrics and process improvement (how, when, who)
- Candidates must be flexible to work weekends and/or overnight shifts regularly

## Preferred Qualifications

- 3+ years management experience in a manufacturing, production or distribution environment
- Management of a minimum of 15 employees (including payroll, performance management, work-flow assignment)
- Interest in long-term career development through assignments in multiple FCs across the nation
- Degree in Engineering, Operations or related field is a plus

Amazon offers competitive packages, growth potential and a challenging and exciting work environment. We are an Equal Opportunity Employer.



# Operations Manager

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## Job Description

The Operations Manager has complete responsibility for inbound operations, outbound operations or a functional process responsibility within the fulfillment center on a specified shift or across multiple shifts.

## Responsibilities

- Lead and supervise a team of Area Managers (2-5 front-line supervisors depending on location) and 100-300 hourly associates in outbound or inbound operations within the Fulfillment Center.
- Responsible for the overall safety, quality and performance and customer experience of the shift.
- Carry out supervisory responsibilities in accordance with the organization's policies and procedures.
- Accountability for meeting and exceeding operational goals.
- Strategic planning and forecasting; appraise performance; reward and discipline employees; resolve problems; and address staffing needs.
- Mentor, train and develop teammates for career progression and learning
- Ability to develop and share best practices across the shifts and network.

This position requires a candidate with the proven ability to drive process improvements and the ability to keep pace with our explosive growth while motivating others to meet the challenges of an extremely deadline-driven environment.

## Basic Qualifications

- A completed Bachelor's Degree from an accredited university
- US citizen or permanent resident
- Direct management experience for a salaried employee population and its performance
- Experience with performance metrics and process improvement and Lean techniques (how, when, who)
- Candidates must be flexible to work weekends and/or overnight shifts regularly

## Preferred Qualifications

- Degree in Engineering, Operations or related field and MBA preferred
  - Experience with a contingent workforce during peak seasons
  - Ability to handle changing priorities and use good judgment in stressful situations
  - 5+ years management experience in a manufacturing, production or distribution environment
  - Interest in long-term career development through assignments in multiple FCs across the nation.



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# Facilities Area Manager

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## Job Description

The Facilities Area Manager will lead a team of facilities associates and ensure a safe working environment for all

### Responsibilities

- Dedicated to supporting multi-site production by working in a safe, customer-focused manner; and must be highly self motivated and customer-centric.
- Develop and design solutions to difficult problems, manage outside contractors and be on call for emergencies.
- Handle multiple projects and daily activities, meet deadlines and develop plans on how to accomplish departmental and distribution goals.
- Ensuring that all safety programs and procedures are followed, develop and maintain preventative maintenance programs and good working relationships with operations.
- Develop business plans and provide guidance and direction for the successful implementation of those plans.
- Help to develop, set and track budgets.
- Understand and implement safety programs.
- Successful candidates must have the ability to provide enriched feedback to enhance individual performance, provide associates with written performance appraisals including discipline and up to termination.
- Mentor all facilities associates by motivating and providing direction to help them achieve their goals and make a consistent effort to go above and beyond.
- Project planning and cost analysis.
- The Facilities Area Manager promotes and conducts good housekeeping.

### Basic Qualifications

- Bachelors in a technical discipline (Industrial, Electrical, Mechanical, Civil)
- Previous internship or leadership experience
- Experience in project management
- US citizenship or permanent residency required

### Preferred Qualifications

- Electrical and electronic principles
- Blueprint and electrical schematic reading
- Knowledge of CMMS programs
- Preventive maintenance procedures
- Industrial electrical
- Industrial controls
- Industrial electronics



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