

## **Chief Executive Officer (CEO) Job Description**

### **Responsibilities and Accountabilities**

1. Provide leadership for all M. Gerace / GWSI facilities in the U.S.
2. Develop short-term and long-term operations strategies.
3. Overall responsibility for defining the roles of the senior management team.
4. Direct and monitor metrics for the entire operation, including overall responsibility for the following functions: Procurement, Labor Management, and Distribution. Administer the control of facilities, inventory management, and labor investment.
5. Establish, plan, and implement operation strategies and internal processes, ensuring continuous improvement and achievement of corporate goals.
6. Oversee all process development for all facilities.
7. Overall responsibility for achieving and maintaining certifications, plant security, safety, environmental control, and property conservation programs in cooperation with appropriate staff functions.
8. Ensure compliance and adherence to all local, State, and Federal regulations.
9. Establish effective customer and vendor rapport and maintain mutually beneficial business relationships.
10. Establish long-term and short-term operating and financial goals, including budgets and forecasts, to ensure effective operations and optimum profitability for all facilities.
11. Organization development in enhancing the operation of corporate programs as they pertain to warehouses, transportation entities, support, and executive management.
12. Serve as advisor to the leadership team on matters of capital equipment investment, cost control opportunities, or other areas within the defined scope of responsibility.
13. Directly supervise the Chief Customer Officer (CCO) and Vice Presidents utilizing Performance Management and Personal Effectiveness Plans.
14. Serve as an active member on various committees and teams, including but not limited to the Management Team and the Benefits Committee.
15. Keep informed on new developments, financial performance, and other subjects relative to the Company's continued success.
16. Performs special projects and studies as needed to achieve organizational objectives.

## **Education**

Bachelor's degree preferred; Master's degree highly desirable.

## **Experience**

Must have at least ten years of Operations and Supply Chain experience in upper-level management positions within a logistics services organization. Supply Chain Management concepts expertise is required. Demonstrated success in all phases of operations and supply is a must.

## **Skills**

Strategic thinker, partnership and relationship-building ability, focus on continuous improvement and cost reduction initiatives, and strong leadership, team management, and negotiation skills—excellent presentation and communication skills, both written and verbal. Strong customer service orientation.

## **Specialized Knowledge**

Sound knowledge of all aspects of operations planning, including but not limited to financial analysis, product development, packaging and quality requirements, manufacturing, and material management. Demonstrated expertise in effective management practices and good leadership techniques.

## **Work Environment**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee must frequently sit, reach with hands and arms, and talk or hear. The employee is required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to twenty-five pounds. The job occasionally exposes the employee to moving mechanical parts and vehicles. The employee is regularly exposed to ambient lighting and temperate climate conditions and occasionally to extreme heat and cold, including climates consistent with outside weather conditions.

The following statements describe the broad nature and work level, but they only exhaustively cover some responsibilities, duties, and skills of the classified personnel. We intend these statements to give a general overview, not an all-inclusive list of required skills and roles.

## **EEOC Compliance**

Job Duties, as documented in this job description, are considered “Essential Functions” and have been created by the Equal Employment Opportunity Commission (EEOC) standards. The standards of the Americans with Disabilities Act (1990) require that employees be able to perform “Essential Functions” of the job with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the “Essential Functions.”