

## Vice President Job Description

### Job Duties

- Participates in formulating and administering parent company policies
  - Develops policies to facilitate inter-company synergies
  - Coordinates these policies with sub-companies
- Assists in developing long-range goals and objectives
- Accepts responsibility for external customer relationship management and internal (employee) customer relationship management
- Directs, coordinates, and delegates activities of multiple operations to attain goals and objectives
- Manages continuous improvement processes and initiatives
- Reviews analyses of activities, costs, operations, and forecast data to determine progress toward stated goals and objectives
- Accepts responsibility for the profitability of the assigned account(s) through accurate and timely preparation of financial budgets and forecasts
- Reports, interprets, and summarizes financial information for assigned operations to the executive team.
- Confers with CEO, CCO, and other senior leadership and administrative personnel to review achievements and discuss required changes in goals or objectives resulting from current status and conditions.
- Manages customer account relationships proactively to deliver overall customer satisfaction
- Assists the business development group in securing business with new customers or additional business with existing customers
- Manages Directors
- Provides overall direction, coordination, and evaluation of assigned operations
- Carries out leadership responsibilities per the organization's policies and applicable laws
- Performs role(s) in Food Safety as required to maintain SQF certification
  - Certified Food Defense Coordinator
  - Preventive Controls Qualified Individual (PCQI)
  - Hazard Analysis Critical Control Points (HACCP)
- Other duties as required and assigned

## Requirements

- Bachelor's degree or substantial industry experience (20+ years)
- Minimum twenty (20) years of related experience and/or training or an equivalent combination of education and experience
- Hands-on warehouse experience preferred
- Must be PC literate and proficient with Microsoft Word, Excel, Outlook, and PowerPoint
- Ability to read, analyze, and interpret financial reports, general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, customers, and the general public
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

## 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.”