

**MASSACHUSETTS STATE LOTTERY
COMMISSION**

Title: Manager, Distribution

Department: Distribution

Supervision Received: Assistant Executive Director/Operations

Supervision Exercised: Warehouse Coordinator
 Distribution Supervisors

Grade: 29

Salary Range: \$78,151.72 - \$103,309.95

Schedule: Monday – Friday - 5:45 a.m. – 2:00 p.m.

JOB SUMMARY:

The Manager of Distribution will be responsible for the management of all functions of the Distribution Department. The Manager oversees all functions related to the departments maintenance, inventory, security, and packaging of Instant Tickets, Pull Tabs, and On-Line Supply products.

ESSENTIAL FUNCTIONS:

- Manages the day-to-day operation of the Distribution Department by performing duties in a professional manner, meeting objectives, maximizing efforts to achieve goals, displaying leadership, human relations qualities, and proper accounting and control procedures.
- Utilizes the Warehouse Management and Inventory Fulfillment Systems' in order to insure the proper levels of product are maintained in the MSLC /Vendor Warehouses as well as at the Regional Offices.
- Ensures that interaction between reporting personnel and Lottery customers/agents is conducted in a professional and courteous manner.
- Submits bids when needed in a timely and efficient manner.
- Manages all department personnel by providing direction, leadership, and support.
- Ensures that Instant Tickets are packaged and delivered to order in an efficient, accurate, and timely manner.
- Ensures that the flow of on-line materials (betting slips, machine paper & ribbons, etc.) is performed in a timely and efficient manner.

- Follows guidelines for packaging, delivery, settlement, and secure destruction of Instant Game Tickets.
- Administers the guidelines for the Distribution Department's Business Continuity plan.
- Oversees the Distribution budget, ensuring proper funds are available when submitting purchase requisitions to Finance.
- Establishes and maintains proper inventory controls and inventory forecasting.
- Ensures that warehouse equipment/vehicles assigned to the department are properly maintained.
- Applies Performance Appraisals to reporting personnel.
- Makes sure that all security/safety procedures are followed as relate to department.
- Administers the collective bargaining agreement protocols within the department.
- Performs related duties as assigned by Assistant Executive Director/Operations.

PREFERRED QUALIFICATIONS:

- College degree and/or relevant experience preferred
- Must have past management experience.
- Must have strong organizational skills.
- Must have strong analytical skills.
- Must have a minimum of five years of management experience in the Direct Fulfillment industry with an expansive knowledge of modern material handling equipment, maintenance, vendor management and safety procedures.
- Ability to motivate and manage a large department.
- Strong communication skills.
- Must have good math skills, a basic knowledge of accounting is desired.
- Ability to make quick decisions.
- Must have broad knowledge of all Lottery functions and products.
- Must be able to handle agent problems in regard to Instant Tickets and stock problems as they relate to the department.

To be considered for this position, please submit your resume or application to the attention of Human Resources, Massachusetts State Lottery Commission, 60 Columbian Street, Braintree, MA 02184. Materials may also be sent electronically to humanresources@masslottery.com

The Massachusetts State Lottery Commission is an equal opportunity employer. Women and minorities are strongly encouraged to apply.

**Application Deadline
Friday June 22, 2018**