

United Distributors, Inc.
Job Description

Position Title: Director – Business Technology
Reports to: Chief Operating Officer

Organization Overview:

Privately held distribution company with an emphasis on Operations, Maintenance, and Cost Management. Business Technology group is a small highly collaborative team.

Specific Duties and Responsibilities:

80% - Maintain all computer and technology systems (hardware and software) throughout the entire organization, including:

- All operating systems and servers (IBM AS400, warehouse management systems, warehouse conveyor systems, e-mail servers, etc.);
- Remote order services and devices;
- Optical scanning and storage systems;
- Internet access and website development and maintenance;
- Internal networks for all facilities (including wireless systems);
- Telecommunication devices (office, cell, mobile to mobile, etc.);
- All software packages (accounting, payroll, warehouse management, sales and supplier reporting, graphical design, routing and logistics);
- Mobile order entry devices;
- GPS and other logistics devices and systems; and
- Responsibility for all vendor contracts and licenses.

10% Supervise, manage and develop broader technology team for entire organization, including leading the implementation teams with respect to new technology roll outs and upgrades, educating all employees on computer and technology systems (hardware and software) throughout the entire organization and developing future leadership within the organization.

5% Accountable for maintaining a budget for the systems and personnel referenced above.

5% As part of the senior management team, work closely with all senior management and department heads to think strategically and determine the future needs of United Distributors from a technology standpoint, including performing evaluations and making recommendations on improvements to computer and technology systems (hardware and software) throughout the entire organization.

Preferred Candidates will possess:

- Bachelors Degree (Emphasis on Computer Science & Business), Advanced degree a plus
 - Hands on approach with working knowledge of multiple platforms: AS400, WinTel, Exchange
 - Minimum 10 years progressive experience in IT roles
 - Most recent 5 years should illustrate leadership/management responsibilities
 - Working knowledge of the Distribution industry & business model
 - Excellent communication and presentation skills
- Applicants must provide a 7 year MVR and posses a Class A or B drivers License.