



## JOB DESCRIPTION

**Job Title:** Distribution Supervisor

**Facility:** Brooklyn Park

**Department:** Distribution

**Reports to:** Distribution Manager

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### SUMMARY

Supervise all aspects of Distribution operations and provides back-up coverage for scheduler.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Other duties may be assigned as needed.

- Coordinate inbound and outbound distribution activities for all shifts.
- Coordinate kitting and other hand-working projects.
- Coordinate inbound material flow from other departments.
- Makes recommendations to Distribution Manager regarding staffing, promotions, and discipline.
- Participates in the Performance Reviews.
- Provides timely communications to Distribution Manager and/or Account Executives and Project Managers regarding progress of distribution kitting jobs.
- Responsible for quality control and continuous improvement.
- Provides training and supervision to Distribution staff.
- Responsible for accurate data collection, including chargeable shipping materials.
- Prepares reports as requested.
- Keeps work area neat and clean at all times.
- Obeys company rules and observes all safety regulations.
- Provide back-up coverage for the scheduler.
- Understand your role in the companies Quality Management System regarding ISO.

### QUALIFICATIONS

- High school diploma or equivalent.
- Ability to communicate effectively and professionally with external and internal customers.
- Good skills in keyboarding, math, reading and organization.
- Knowledgeable in Inventory Control principles.
- Ability to lift 50 pounds.

### PHYSICAL REQUIREMENTS

- Frequent Lifting 20lbs, walking, standing, sitting, climbing stairs, and working on a computer.
- Occasional lifting 50lbs, pulling, pushing, bending, reaching over shoulder, kneeling, climbing ladders, operating mechanical equipment, and operating motor vehicles.

*Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)*

*Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)*

*Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)*