

# Supervisor, Distribution Cover Letter

37788 Rickey Station Lake Waukegan, IL 60059-9637

**Dear Hayden Fay,**

I submit this application to express my sincere interest in the supervisor, distribution position.

Previously, I was responsible for leadership and manages the day-to-day activities for warehouse associates or distribution associates assigned to different shifts.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Maintains a safe and secure work environment for all warehouse/delivery employees
- Interacts with facility Transportation Supervisor / Business Managers / Customer Service to ensure that customer orders are filled and delivered in a timely manner
- Establish and implement daily workload activities consistent with departmental goals and objectives including inbound and outbound dock activity, inventory control, data entry, clerical, forklift operations, and carousel operations
- Establish strategies and activities to foster departmental continuous improvement efforts
- Provide necessary support to special projects or requests from Department Manager
- Microsoft Office, Warehouse Management System
- Supervisor should possess skills to utilize the concept of continuous improvement and change management
- A thorough understanding of distribution management (customer service, sales, credit, warehouse, delivery and logistics), government regulations (e.g., DOT, OSHA, HazMat)

**Thank you in advance for reviewing my candidacy for this position.**

