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# Example of Distribution Tech Job Description

Our company is growing rapidly and is looking to fill the role of distribution tech. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for distribution tech

* Responsible for maintaining communications with designated physician’s office, laboratory draw sites and PSC’s in order to ensure timely and accurate information flow regarding shortages, outages, overstock, and other inventory problems and concerns
* Maintain equipment inventory log for lab equipment in use at laboratory draw sites, centrifuges
* Utilizes PeopleSoft Financials to track purchasing and inventory
* Utilize a computerized MMIS (Materials Management Information System) to conduct physical inventories, replenish supply areas, receive incoming stock, and coordinate outgoing parcel and freight shipments
* Deliver stock and non-stock products to the appropriate department
* Rotates stock in MSC inventories in accordance with expiration dates and regulations
* May support mail function as needed
* Decontaminate instruments, supplies and equipment according to established policies and procedures
* Distribute supplies and equipment to the units in a timely fashion
* Input supplies into computer system

## Qualifications for distribution tech

* One year of related work experience in gas distribution operations, maintenance, or construction OR equivalent combination of formal education/training and experience
* Valid Commercial Drivers License and ability to meet Company driving standards
* Able to perform self-directed jobs or with limited supervision from a high class technician or supervisor
* Must reside within 30 road miles of hiring operations center
* Minimum five years experience in the discipline required
* Florida Pharmacy Technician license required