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# Example of Distribution Technician Job Description

Our company is growing rapidly and is hiring for a distribution technician. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for distribution technician

* Must be detail, action, and results oriented
* Requires specialized expertise in the CHOP processes, methods, and skills related to inventory management
* Update labels
* Verifies catalog numbers, and quantities on packing slips against actual merchandise, and verifies same for each item against purchase order in the computer system to ensure accuracy of the order
* Packs outgoing shipments, completes documentation, and arranges shipping via local messenger, FedEx or common carriers
* Provides complex circulation services resolving complex problems brought by patrons and/or staff
* Makes authorized decisions regarding exceptional circumstances such as the waiver of fines and exceptions to normal policy
* Provides receiving room support services resolving complex shipping and mail problems
* Receives and processes requests for shipping and receiving of library material with contract couriers
* Delivers and picks up books, mail, packages and supplies at campus branch libraries according to the established daily schedules

## Qualifications for distribution technician

* Ability to obtain Hazardous Material endorsement
* Ability to obtain Crane Operation certification
* 5 Years of experience operating combination vehicles, road tractors and semi-trailers
* Previous experience and operational knowledge of various equipment (tractors, dozers, man-lifts, trac-hoes and )
* DLX experience preferred
* Must be able to operate forklift and drive backwards