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# Example of Distribution Technician Job Description

Our innovative and growing company is looking 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

* Actively participating in team meetings and special projects as required
* Documentation.Maintain records, inventories, use of material and placement of equipment
* Perform a variety of tasks including issuing supplies, maintaining inventories, and compiling stock records
* Perform following testing process and analyze result independently, including Require knowledge of testing equipment and relevant industry specific standard
* Low voltage test
* Power test
* Dielectric test
* Oil testing
* Maintenance of test equipment’s
* Familiar with standard concepts, practice, and procedure within test department

## Qualifications for distribution technician

* Demonstrated ability to process customer requests to fill requisitions for supplies and equipment, take instruction and follow established policy and procedure, use alphabetical and numerical skills to identify equipment and supplies necessary to fill requisitions
* Demonstrated knowledge of proper safety practices including body mechanics, principles of inventory control
* Demonstrated ability to process customer requests to fill requisitions for supplies and equipment, take instruction and follow established policy and procedure, use alphabetical and numerical skills to identify surgical and medical equipment and supplies necessary to fill requisitions
* Demonstrated knowledge of proper safety practices including infection control, body mechanics and hazardous materials, medical terminology, principles of inventory control, medical and surgical instruments, equipment and supplies
* Six (6) months (1040 hours) hands on distribution and materials management in an acute care setting
* High school graduation or equivalent AND three years of applicable library technical experience, including one year beyond the entry level OR equivalent education/experience