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# Example of Warehouse Distribution Manager Job Description

Our company is looking for a warehouse distribution manager. 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 warehouse distribution manager

* Develops and maintains positive working relationships with warehouse and hospital staff
* Maintains receiving, warehousing, and distribution operations by initiating, directing, and enforcing program, operational, and personnel policies/procedures
* Complies with federal, state, OSH, and local warehousing material handling, shipping requirements, laws, statues, Oregon Administrative Rules and the Joint Commission
* Controls inventory levels by conducting physical counts and reconciling with the data storage system
* Maintains physical condition of warehouse by planning and implementing new design layouts, inspecting equipment, issuing work orders for repairs and requisitions for replacement
* Completes warehouse operational requirements by scheduling and assigning employees to follow up on work results if needed
* Develop supply chain network design strategies that support the medium and long-term corporate strategy and rapidly shifting trends in the oil and gas industry
* Gather and synthesize internal and external information to develop a distribution strategy that considers customers’ current and future requirements, company growth plans, competitive landscape and global supply chain’s impact on existing network
* Develop models and conduct analyses to identify service and cost improvements (transportation, inventory and operating expenses) and for both domestic and international markets
* Determine optimal product flows from supplier to customer

## Qualifications for warehouse distribution manager

* Ensure backup knowledge of accounts within the team
* Workload management – plan resourcing needs in advance and day-to-day workload
* Pass and improve in Expeditors Internal Operational Performance Assessment audit year over
* 4 Year Degree preferred – Supply Chain concentration a plus
* Will consider relevant experience
* Our “warehouse” is an outside storage yard, so candidates must be able to work in a variety of weather conditions