



Example of Associate Distribution Job Description

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Our company is looking for an associate distribution. 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 associate distribution

- Prepare miscellaneous orders for shipment
- Follow safety procedures/regulations, wear required personal protective equipment at all times, and keep work area clean at all times per SOP's
- Understand and follow appropriate regulations (DOT, HazMat, FDA,) pertaining to the storage and movement of chemical products
- Perform salvage/recoup activities per SOP's as directed
- Insure the integrity of the inventory within the plant warehouse by performing daily tasks accurately per SOP's
- All duties that are assigned
- Projects that may be assigned
- Effective and efficient shipping and receiving of orders, including LTL's, TL's, small packages and pick pack of accessories, with a dedication to customer satisfaction
- Use radio frequency equipment or picking, receiving, and storing functions as required
- General warehouse functions including participation in physical inventories, performing labeling, sorting, wrapping, packing and repacking as needed, and cleaning truck bays as requested

Qualifications for associate distribution

- Forklift certification or ability to be certified

- 3+ Years of Warehouse/Distribution experience
- Very technology savvy in the Microsoft Office Suite
- Drive for results and accountability