



Example of Associate Distribution Job Description

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Our growing company is searching for experienced candidates for the position of associate distribution. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for associate distribution

- Follow prioritized assignments, providing customer service support and ensure the completion of order fulfillment (picking, packing, manifesting), maintain inventory through putaway, breakdowns, replenishment, and cycle count in a timely manner, meeting or exceeding productivity and quality standards
- Cabinet building- perform physical picking, receiving, building, packing, and shipping of fitset kits according to SOPs and as prioritized
- Work area cleaning -Clean assigned work area on a daily basis including sweeping, dusting, trash/box disposal, general straightening
- Error Review- as necessary, perform review and correction of unfulfilled orders having discrepancies to record and assign any errors
- Team Leader/Alternate- occasionally serve as a volunteer leader to perform such roles as assessing daily workloads, make daily assignments, coordinate rotations, conduct team meetings, and devise team time
- Maintain training up-to date and compliant with all site and Quality requirements specific to the job
- Perform a variety of repetitive and routine duties as assigned to fulfill order requirements to the customer (picking units, transporting, loading, unloading)
- Receiving, storing, pick, pack and ship all stock accurately with a hand held scanner
- Use equipment such as powered material handling equipment, hand and powered banders, computer terminals and manifesting systems, stretch wrap and shrink-wrap machines

Qualifications for associate distribution

- Minimum of 1 year previous experience in a warehouse/distribution facility
- Strong communication, interpersonal and math skills, with a high degree of attention to detail and efficiency
- Some overtime and weekend work may be required
- Ability to leverage appropriate technology in an effective manner, , pick-to-voice, computer, scanner, Associate kiosks
- Ability to operate equipment in a safe and controlled manner, , box erector, tape machine, Taylor Dunn, pallet jack and walkie-rider
- Ability to leverage appropriate technology in an effective manner in performance of the function, , pick-to-voice, computer, scanner, Associate Kiosks