



Example of Associate Distribution Job Description

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Our company is looking to fill the role of associate distribution. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for associate distribution

- Processes customer orders by picking stock from pick locations, visually verifying stock number and quantity against the information displayed on the handheld RF scanner
- Packing stock into shipping cartons
- Perform replenishments as needed using wireless scan gun
- Count and receive all incoming product, materials and supplies against purchase orders and report discrepancies such as shortages or damage to Supervisor
- Complete NCR (Non Conformance Report) reports, as needed
- Invoicing/manifesting of shipments according to pre-established carriers and freight rates, utilizing various online shipping systems
- Process items for outsourced processes, Ship To Vendor requests
- Custom label dealer orders, as required
- Hazmat identification and domestic shipping requirements
- Handle routine communications with internal customers and freight carriers/agents

Qualifications for associate distribution

- Warehouse management system (WMS) and radio frequency (RF) device experience preferred
- Keen client service mentality
- Crossed trained and proficient in execution in Receiving, Shipping, and Warehousing and participate in and rotate appropriately On Call Program for

- Processing materials from purchase order receipts
- Maintain IATA/DOT certification and complete required documentation