



Example of Associate Distribution Job Description

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Our company is growing rapidly and is looking to fill the role of associate distribution. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for associate distribution

- Retrieve product from the loading dock, delivery and stock them on each assigned area
- Restock emergency medical carts
- Stocking - Restocks shelves to maintain adequate supply for distribution
- Receipts - Verifies/signs for incoming supplies and records receipt appropriately
- Packages - All outgoing packages are securely and neatly packaged in accordance with all shipping requirements
- Fill Requests - Fills requests for supplies and inputs issues
- Delivers/directs orders to departments - All orders are delivered to proper departments the same day they are received
- Stock Rotation - Inventory is rotated appropriately in all par replenished areas (oldest date to front)
- Communications - Communicate/interface with hospital personnel and others in a courteous/friendly manner
- Par Storage Shelf Maintenance - Shelves and bins are cleaned, free of cardboard, and EVS is notified if floors need cleaning

Qualifications for associate distribution

- Operate material handling equipment (certification required within 90 days of employment)
- Experience in a high volume distribution environment preferred

- Must understand the importance of Good Manufacturing Practices
- Must be able to manage time and maintaining regular attendance is mandatory
- Written and oral communication to include accurate and legible documentation skills, ability to work in a fast-paced environment, team oriented, independent work skills and a strong work ethic