



# 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

- Receives product and places it in storage locations
- Accurately picks orders to fulfill customers order requirements
- Includes applying special labeling to customers' orders and securely stretch-wrapping freight onto pallet, along with order checking when needed
- Moves product from warehouse locations and delivers to various internal/external customers
- Maintains warehouse cleanliness and organization
- Receives and unloads products from trailers, sorts product, and distributes to appropriate location within the Distribution Center
- Stocks shelves / racking in storage or active locations
- Picks products to fill customer orders
- Packs, verifies, and loads finished product for shipping
- Maintains the work area and equipment in a clean and orderly condition while following prescribed safety regulations

## Qualifications for associate distribution

- Working with ERP and WMS systems preferable
- Must be able to count accurately, amidst noise and other distractions
- Ability to operate a Electric jack or fork lift
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- Proficiency in Auto-CAD, MS Office (Word, Excel, Outlook, ) required
- Bachelor's degree in Electrical Engineering or Civil Engineering required