



Example of Distribution Manager Job Description

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Our growing company is looking for a distribution manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for distribution manager

- Maintain auditable records (internal, external, SOX) at all times
- Ensure proper maintenance of the facilities, the equipment, and supplies
- Responsible for preparing the expense and capital expenditure budgets for the distribution centre and submit for approval
- Maintain communication between all departments, – Inventory Control, Customer Service
- Participate in logistics strategy development as a key member of NA Logistics Leadership team
- Establish effective procedures for communicating local and company issues
- Develop expense and capital budgets and manage financial performance
- Knowledgeable and has awareness of ISO 14001 and ISO 9001 standard
- Exercise the usually authority of a supervisor in relation to hiring, training, performance appraisals, merit increases, promotions, career development, and terminations
- Maintains all required D.O.T

Qualifications for distribution manager

- Significant experience in managing commercial agreements and in contract negotiations
- Practical and working knowledge of contract practices, regulations, and analytical skills
- Ability to develop relatively complex spreadsheets and effective data analysis skills

while ensuring daily business and customer service objectives are achieved

- Act as liaison with In-Bound Transportation Manager to resolve problems with delivery, order accuracy, supply, invoicing and rejections of in-bound freight
- Warehouse Management System knowledge