



Example of Distribution Specialist Job Description

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Our innovative and growing company is looking to fill the role of distribution specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for distribution specialist

- This candidate is in charge of coordination, planning, metadata, marketing initiatives for those video assets working with different departments and teams
- The Digital Distribution Specialist reports directly to the Digital Distribution Manager
- Check product and verify for accuracy
- Resolve product issues
- Reconcile postal expenditures, resolve discrepancies, and ensure accuracy for all classes of US and Canadian mail by reviewing mailing statements and invoices
- Provide information to accounting for monthly close
- Ensures the correct postage is expensed and recorded and supports budget process
- Balance and reconcile multiple postage accounts (e.g., direct debit accounts, trust accounts, banking withdrawals, postal accounts for books, and meter usage at HQ)
- Develop and maintain analytical reports for multiple magazines, including selection schedules and inventory dispositions
- Ensures vendor schedules are met, inventory levels are monitored, and correct postage is recorded and expensed

Qualifications for distribution specialist

- Experience with Video workflow, which includes codecs, editing, transcoding, and digital delivery
- Ability to learn new distribution systems and technologies such as (MCP, MPX, Metamore, Drupal)
- Fluid in both English & Spanish (speak, read & write)
- Ability to multi-task and work effectively under pressure and tight deadlines
- Ability to interact with all network operations personnel
- Ability to contribute fresh and creative ideas for products