



Example of Distribution Specialist Job Description

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Our growing company is looking for a distribution specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for distribution specialist

- Requires opening permits and monitoring renewal fees
- Ensures there is no disruption in mail service
- Provide support for postal compliance for first class (business and courtesy reply mail), standard, and packaging mail
- Ensure mailed pieces meet required specifications
- Work across departmental lines to research quotes for bulk shipments, provide arrival and delay information for shipments, and research service complaints from subscribers
- Provide support for Canadian Postal compliance
- Respond to frontline exception requests, profit center compliance questions and concerns and to requests for supplier and distributor authorizations in Supplier Information Management (SIM)
- Assist in generating, analyzing and presenting analysis on the velocity report to the Distribution team
- Assist with completing market basket process and competitive pricing analysis
- Complete SCM-Distribution specific profit center opening and closing process for food and facilities locations

Qualifications for distribution specialist

- Liaise with the post production team, ensuring key dates and delivery milestones are communicated and consistently met

- Stay highly aligned with multiple cross-functional teams, including content acquisitions, post production, finance, engineering, QC, localization, encoding and marketing
- Troubleshoot any issues quickly with internal and external partners
- Continually evaluate our workflows and tools for scale and efficiency
- You are comfortable in the fast-paced reality of live television