



Example of Distribution Specialist Job Description

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Our innovative and growing company is looking to fill the role of distribution specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for distribution specialist

- Ensure that product related GDP activities that are delegated or contracted to other Supply Chain partners or third party contract sites are controlled through agreements and where appropriate audits
- Quality oversight of distribution & customer services activities (including customer validation of bona fides)
- Monitor delivery of vendor masters and ensure that appropriate groups are informed of priorities
- Create work orders within ScheduALL and attach all appropriate paperwork to ensure that programs are ready for post-production edits
- Follow up with the production management department on all missing materials discovered during the editing process
- Serve as a pro-active communicator with domestic and international offices concerning delayed programs and other issues that might impact air and be ready to respond to any requests coming from those offices
- Attend all appropriate programming meetings, regional meetings and conference calls which take place on a daily, weekly, or monthly basis
- Update all databases to ensure tracking of most up to date and complete information available
- Deliver final broadcast and edit master files to various uplink facilities and international hubs
- Provide back-up support to other Global Distribution members as needed

Qualifications for distribution specialist

- You are never satisfied with the status quo and seek simple solutions to complicated problems
- You have keen judgment, make sound independent decisions, but know when to escalate issues
- Requires three or more years of Purchasing and/or Distribution experience or equivalent experience as an operating manager, preferably at the GM level or above
- Results oriented, self-starter, well organized, ability to adapt to fast-paced, changing environment
- Ability to make effective presentations, transfer information to others, and present solutions
- Diplomacy, tact, and strong analytical skills