



Example of Distribution Supervisor Job Description

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Our innovative and growing company is hiring for a distribution supervisor. 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 supervisor

- Account for all orders as directed
- Complete monthly reports for each department on work volume
- Run status reports indicating number of order to be picked, which is used to follow up, and set work priorities
- Oversee cycle counts and inventory adjustments
- Research records in the computer system to track the location and movement of products
- Visit warehouse locations to locate the product
- Prepare reports on inventory discrepancies to management to describe the nature of problems noted
- Maintain files (i.e., bills of lading, export documents, etc)
- Contact common carriers to come in to pick up products ready for shipment
- Approve carriers for special shipments

Qualifications for distribution supervisor

- Route freight by selecting the best carrier to meet shipping deadlines at the lowest possible cost
- Communicate with carriers on price and service issues
- Ensure the distribution center is maintained in a neat and orderly fashion
- Report problems with material handling equipment
- Ensure that equipment is properly maintained

