



# 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

- Assist Manager in controlling labor cost through effective planning, scheduling and on-the-job training
- Organizes the staff and workload to meet or exceed distribution productivity performance standards for Receiving, Put Away, Packing, Shipping, or Inventory Control
- Provides leadership to a group of team members, who provide timely solutions to customer needs
- Leads selection and hiring of new warehouse employees
- Maintains and controls the physical condition of the warehouse and supplies, security, facilities, grounds
- Of department activities
- Foster an environment that harbors continuous improvement and the elimination of non-value added steps
- Establishes goals which meet or exceed departmental objectives
- Manages subordinates in the achievement of goals and objectives
- Interacts with peer group, senior management, and field personnel to problem solve and/or

## Qualifications for distribution supervisor

- Previous experience with Manhattan PKMS preferred
- Good verbal/written communication skills to deal effectively with employees

- 1 year of management/supervisory/lead experience
- 1 year of delivery/distribution experience
- Must obtain Class A CDL within 1 year of employment
- Experience supervising multiple functions within the distribution center, including but not limited to