



Example of Distribution Supervisor Job Description

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Our company is growing rapidly and is looking to fill the role of distribution supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for distribution supervisor

- Provide new part numbers for customers as needed
- Ability to react to end user needs 24/7 and coordinate afterhours deliveries
- Act as back-up management support to Branch and assist store with customer sales
- Conduct performance tracking to monitor operational compliance
- Complete corrective action plans
- Generate account and system reports
- Manage workloads to ensure customer contract requirements and deadlines are met
- Track customer activity
- Leverage customer knowledge to identify new business development opportunities
- Support the department in preparing and adhering to the department budget

Qualifications for distribution supervisor

- Experience with routing and driver scheduling in a daily delivery process, food industry is a plus
- Experience with onboard monitoring systems such as PeopleNet or similar
- Ability to work early morning dispatch times, weekends, and holidays
- Ability to deliver positive customer service
- A thorough understanding of warehouse, delivery, and traffic operations

- 3+ years of successful supervisory/management experience are required