



Example of Distribution Supervisor Job Description

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Our growing company is looking to fill the role of distribution supervisor. 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 supervisor

- Coordinate all damage and charity stock transfers
- Makes safety a priority
- Training and coaching of procedures for associates
- Responsible for all training requirements including initial, follow-up and special training, cross-training team members to ensure coverage in all areas, administering equipment control process, including for all lift trucks, RF guns, printers, pick-to-voice headsets
- Supervise, motivate, direct and evaluate a team of Distribution Personnel
- Approximately 50% of time is spent on floor engaging with distribution personnel
- Serve as an Alternate Facility Security Coordinator as part of the TSA Certified Cargo Screening Facility Program
- Prioritizes work assignments and handles multiple tasks to ensure all Distribution assigned tasks are completed as scheduled
- Performs various administrative duties as directed by the Clinical Supply Chain Manager
- The position requires that several company, customer, and industry standards and measurements are obtained and retained such as Truck Turn Time, Fill rate, Customer Satisfaction (returns and claims), On Time Shipment, and other efficiency measurements in order to add continuous improvements to the operation

Qualifications for distribution supervisor

- Bachelor's degree and at least 3 years of Supply Chain, Logistics, or Distribution/Warehouse experience
- Accountable for the safe performance of personnel and visitors within the distribution area and compliance with MSHA requirements in distribution
- Participates in hiring, coaching, mentoring, discipline for distribution employees
- Supervise employees to maintain a clean and professional environment including clean and well stocked restrooms and break room facilities for employees, contract drivers and other visitors
- At all times, professionally and courteously communicates with Sales, Production, QC and Technical