



Example of Distribution Supervisor Job Description

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Our growing company is searching for experienced candidates for the position of distribution supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for distribution supervisor

- Inspect material handling equipment for defects and notifies facilities personnel or contacts outside service facility for repair
- Shipping product within set timelines and properly completing all necessary paperwork as required
- Supervise up to 50 associates
- Achieve continual process improvement
- Differentiate performance by coaching, training and mentoring staff in an effort to continuously improve the effectiveness of the workforce
- Write and administer annual Associate performance evaluations
- Eliminate non-value-added activities and inefficiencies
- Strong knowledge of Warehouse Control/Order Management system (Manhattan Warehouse Management System)
- Promote safety leadership by protecting the health and welfare of the Company's associates
- This position is responsible for the supervision of the various functions within the facility including order filling and shipping, loading and unloading material, systems related grievance resolution

Qualifications for distribution supervisor

- Ability to climb stairs and work at heights (up to 350')
- Valid CDL and driver's license – Class A CDL or experience preferred
- Bi-lingual in English/Spanish a differentiator

- Excellent Knowledge in IT systems
- 4 year degree and 1+ year of Lead/Supervisory experience or High School Diploma/GED and 2+ years of previous Lead /Supervisory experience