

# JOB DESCRIPTION

**Title: Distribution Lead**

**Reports to: Distribution Manager**



## **Summary of Position:**

The Distribution Lead oversees many of the daily activities for an account, department, or station of a warehouse operation. The DL maintains inventory accuracy, adheres to quality standards, and effective use of staff. This position oversees inbound flow, inventory control, and outbound flow activities. The Distribution Lead also tracks operational efficiency and ensures work completion in an operational area.

## **Duties & Responsibilities:**

- Directs daily activities for distribution employees.
- Participates in the day-to-day duties of the warehouse.
- Performs inventory control activities, including cycle count, data entry, report generation and reconciliation.
- Expedites critical shipments as required.
- Functions as the point person for questions from the distribution teams.
- Supports the training of warehouse employees.
- Public relations support for FedEx, UPS, outbound freight companies, courier representative, etc.
- Enforces all OSHA, FDA and ISO rules and regulations.
- Other tasks and responsibilities as assigned.

## **Qualifications:**

- High school diploma or general education degree (GED) required
- Must have a minimum of 3 years of relevant experience (combination of education and experience will be considered)
- Strong familiarity with MS Office applications
- Excellent verbal and written communication skills.
- Display energetic, self-motivated and quick thinking with positive attitude.
- Must be flexible to work overtime as needed.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk, and sit for extended periods of time.