



DISTRIBUTION SUPERVISOR

Reports to : Sr. Manager-Distribution
Status : Regular Full-Time Exempt
Hours : 2nd shift (Sunday – Thursday 4:00 pm – 12:45am),
Travel : < 5%

POSITION SUMMARY:

This Distribution Supervisor is a key leader who is responsible for ensuring that distribution commitments are met safely, on time, on budget, and with the highest level of quality possible.

The Distribution Supervisor provides hands-on line supervision and direction to a culturally diverse team of Assemblers, Leads, and support personnel in order to meet production goals. Gathers data, observes shipping processes, and uses metrics and process monitors to predict and plan continuous improvement opportunities. Responsible for identifying, collaborating and implementing enhancements to shipping efficiencies, resource planning and training needs, line layouts, equipment optimization, and quality initiatives.

PRIMARY ROLE AND RESPONSIBILITIES:

General duties

- Ensure all needed documents are printed ie: work order pick lists, shipping fulfillment slips, travelers, line layouts and line check sheets.
- Calculate and monitor inventory levels and notifies Dept Manager when discrepancies occur or will affect daily production.
- Maintain an organized shipping and warehouse based on company policies and procedures.
- Direct daily activities of shipping team and assign tasks as needed.
- Responsible for training employees within shipping department.
- Responsible for helping and covering the receiving department and drexel lift truck duties as they relate to stocking, pulling and rotating finished and raw product as needed.
- Perform various other duties as specified by the Department Manager.
- Ensure accurate and timely shipment of all sales orders.
- Ensure the customer requests per sales order are accurately followed, working closely with Customer Service.
- Work with Manager to ensure best methods and overall freight costs are implemented.
- Work closely with Manager to ensure outbound shipments are in alignment with specific regulations, guidelines and requirements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelors degree in Business, Supply Chain Logistics or related field.
- 5+ plus years shipping & warehouse supervisory experience.



- Supervisory skills and experience in giving performance reviews.
- Forklift certified.
- Ability to read and write English.
- Verbal communication skills – The ability to provide timely and accurate communication in a professional and tactful manner, and to do so with a wide range of personalities and departments over the possibility of multiple shifts.
- Must have good math skills.
- Organizational skills – Exceptional organizational skills are a must. Possessing a high degree of self-discipline and the ability to complete duties fully with minimal supervision.
- Must strive constantly for ever-increasing ways to improve both personal productivity and department processes.
- Attention to detail, and the ability to work in a fast-paced, changing warehouse environment.
- Computer skills – Demonstrates ability to use ERP and Microsoft Office Suite.
- Demonstrates good leadership skills.
- Safety minded at all times.
- Must demonstrate a positive, team-oriented attitude.
- Expected to develop and maintain good working relationships with Shipping and Warehouse team and the remainder of the company.
- Ability to remain positive and professional in the face of potentially challenging circumstances is a must.
- Knowledge of Vship, UPS and Fed X, invoicing systems preferred.
- Supervisory skills and experience in giving performance reviews.