
Distribution Associate

Reports to Distribution & Warehouse Manager

Job Purpose

The purpose of this position is to process receipts, shipments and maintain inventory accuracy. This position supports manufacturing activity by providing raw materials to work centers and storage of finished goods.

Duties & Responsibilities

Primary duties and responsibilities include, but are not limited to the following:

- Provide customer minded service and focus.
- Participate in team projects and continuous process improvements.
- Plan ahead to optimize time and control cost.
- Identify potential errors or problems and take prompt action to correct.
- Perform routine equipment maintenance and upkeep.
- Care for company equipment and supplies to minimize cost and expense.
- Provide training and coaching to other associates.
- Provide solutions to departmental and company challenges.
- Complete tasks and projects as assigned.
- Complete paperwork, logs, and data entry accurately, timely, and legibly.
- Always keep work area clean and organized.
- Always work in a safe manner and adhere to all safety guidelines.
- Take immediate action to prevent injury and report unsafe conditions to proper personnel.
- Adhere to all company and departmental policies and procedures.
- Process shipments and receipts verify for accuracy and completeness.
- Conduct cycle counts and maintain accuracy of inventory.
- Distribute receipts to appropriate departments and personnel.
- Operate material handling equipment in a safe manner to load and unload trucks, deliver and remove materials to and from pressroom, and pick finished goods for shipment.
- Other duties as assigned.

Qualifications

Qualifications include:

- High School diploma or equivalent.
- Good written and verbal communication skills.
- Demonstrate the willingness and ability to learn and retain given knowledge with the ability to focus on details.
- Attendance record must meet expectations.
- Willing to work overtime and display a positive attitude towards job and company.
- Work well with others in a team environment.

Working Conditions

This position works in an office, warehouse and print production environment which may require flexibility in work hours to satisfy customer needs. An employee is expected to learn the duties of their job in a reasonable amount of time and demonstrate a desire to learn and do more. Attention to detail is critical. Good attendance and punctuality are critical. Able to maintain effective working relationships and work in a team environment. Must be focused on safety and housekeeping.

Physical Requirements

This position requires extended periods of standing while using computers and other communication devices. This position is responsible for inventory control, shipping and receiving which requires considerable walking, bending, squatting, reaching, pushing and pulling. This position also requires climbing step ladders and operation of material handling equipment. Occasional heavy lifting may be required..

Direct Reports

This position has no direct reports.