



## Lead Distribution

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### **POSITION SUMMARY (Purpose of Job):**

- The Distribution Lead will focus on the safety, quality, and productivity of direct reports.
- The Distribution Lead will ensure that equipment and systems are utilized as intended by the manufacturer.
- The Distribution Lead will ensure compliance with all applicable regulations, best practices, and Standard Operating Procedures (SOP) (e.g. receiving, order picking, inventory reconciliation, current Good Manufacturing Practices (cGMP), and OSHA.)
- The Distribution Lead is directly responsible for meeting promise-by times and the productivity of the department and associates under their guidance.
- The Distribution Lead is to participate in user training that is led by qualified staff members that will include but is not limited to: hands on the job training, WMS navigation, and Standard Operating Procedures (SOP) training. Said trainings are documented accordingly.
- The Distribution Lead is expected to assist in the training of direct reports through hands on the job, processes, systems, and equipment training. Said training will be documented accordingly.
- Distribution Lead can be expected to work and manage within various areas of distribution such as: receiving, assorted pick modules pick to light, kitting, shipping, returns, DEA, freezer, and refrigerated space.

### **KEY RESPONSIBILITIES: (**

#### **Maintain a safe working environment.**

- Focus on quality and accuracy as part of the company wide goal: Quality First
- Display: Caring, Honesty, Accountability, Respect, and Trust (CHART).
- Maintains a clean work environment at all times in accordance with sanitation standard operating procedures. Reports any sanitation issues to supervisor immediately.
- Participate in, and as guided, lead user training that will include but is not limited to: hands on the job training, WMS proficiencies, SOP, safety, and Quality First. Said training will be documented accordingly.
- Ensure compliance with applicable regulations, industry best practices, cGMP, and FDA.
- Deploy labor, equipment, and systems focused on achieving established benchmarks and productivity requirements for assigned job(s).
- Accurately enter, track, and report hours and materials in Resource.
- Manage day-to-day distribution deliverables. Monitor and manage various pick modules so that goals, expectations, and daily rush/same day orders are completed as expected.
- Ensure that documentation, WMS databases, and SOPs are followed in real time and that information and details are accurate.
- Ensure that all materials, inventory, equipment and systems are ready in advance of deploying labor in any designated work area.

- Assign individual tasks to associates. Assess quality and productivity, and report to supervisor accordingly. Evaluate deliverables and adjust staff accordingly. Lead training as needed to accomplish the set goals.
- Provide timely updates of statuses and possible exceptions to Distribution Supervisor and/or Managers so that proper escalation steps and planning can be made.
- Expected to assist with the training of new employees.
- Participate in training, process improvements, and quality initiatives.
- Considered an expert in the responsibilities as they pertain to the Pick & Pack Job Description.

**MINIMUM JOB REQUIREMENTS:**

**Education/Training:** High School Education or higher.

**Business Experience:** One year related supervisory experience or training; or equivalent combination of education and experience.

**KNOWLEDGE, SKILLS & ABILITIES:**

Basic Supervisory Skills or training (including safety and regulatory specific training or experience)

General warehouse or distribution skills

Use of job specific machinery and equipment

Intermediate mathematical skills (counting, adding, multiplying, percentages, calculating line rates, capacities, etc.)

Intermediate computer skills

Pay Rate: \$15, Per Hour

Hours: 7:30-4pm

Never a FEE!

EOE