**Distribution**

Classification: Part Time Non-Exempt – 20 hours a week

Reports to: Executive Pastor

Date: November 9, 2018

**JOB DESCRIPTION**

Distribution Manager orders, purchases, distributes supplies, handles inbound and outbound mailings, and stocks office supplies. Notary notarizes documents employees of Summit.

**RESPONSIBILITIES AND DUTIES**

1. Purchases and distributes office supplies from various sources.
2. Performs mail and freight receiving, shipping, and distribution. Serve as liaison for mail service and other departments to include executive’s mail/packages.
3. Maintains knowledge of mail and freight regulation and cost. Ensures there are funds available for large bulk mail outs.
4. Sort, distribute and collect U.S. Mail, USPS and FedEx mail.
5. Pick up and deliver materials for special mailings
6. Order necessary mailing materials.
7. Orders, purchases and distributes departments with paper and office supplies.
8. Part of receptionist team providing relief breaks and lunch one day a week and as needed.
9. Codes receipts and invoices for credit card purchases made by other departments.
10. Purchaser for “Chosen” (Women’s Conference) Kitchen and Café items
11. Coordinates with special events for food purchases.
12. Coordinates/organizes set up and breaks down lunch for monthly staff meetings
13. Purchases birthday cards for each staff member to be presented at monthly staff meetings.

**Supervisory Responsibility**

No supervisory responsibilities

**Physical Demands**

While performing the duties of this job, the employee is regularly required talk or hear, communicate confidently over the telephone and in person. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type/Expected Hours of Work**

Part-time position, normal work days Monday thru Thursday, approximately 20 hours a week.

**Travel**

Local travel. Ability to travel in privately owned vehicle to pick up supplies and orders, and mail items. Mileage will be tracked and reimbursed at IRS mileage rate.

**QUALIFICATIONS:**

1. Oral communication—speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
2. Written Communication—edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
3. Computer Skills – Microsoft Office, Office 365, Fellowship One and Service U
4. Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
5. Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
6. Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

**Required Education and Experience**

High school diploma or GED.

Computer proficiency with Microsoft Office (Word and Excel) and Office 365

Notary (or ability to obtain once hired)

**Preferred Education and Experience**

Time Management Ability

Ability to Prioritize

Self-Directed

Inventory Control

Professional Demeanor

**Additional Eligibility Qualifications**

Must be eligible to work in the US

**Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_