



## Distribution Manager Job Description

Runs the product distribution system of the organization. Works closely with the Product Manager on the development of products. Reports to the Fundraising & Marketing Manager.

### Duties:

Process product orders provided by the treasurer
Package and mail products
Store all fundraising products
Keep inventory of the products
Handle returns
Maintains inventory records
Other duties as assigned

### Core Competencies:

Be proficient in: Time management; accepting the responsibility to follow through on assignments; understanding of domestic and international shipping issues; managing inventory
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