

Job Description and Standards of Performance

<u>Position Title:</u> Distribution Specialist	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> Distribution	<u>Department #:</u> 430
<u>Date Updated:</u> 6/27/07	<u>Updated by:</u> Infinger
	<u>Job Code #:</u>

Position Purpose/Objective:

Prepares newspaper products as directed, and distribute to vehicles for delivery to our customer in a timely manner.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Prepares bundle labels, then counts, packages, and distributes newspaper products for delivery. CORE	Product is prepared, packaged and delivered in a timely and accurate manner.
Processes all daily mail newspaper subscriptions to the correct post offices; also assembles bundle labels in proper production sequence. CORE	Product has been prepared, packaged and dispensed to delivery trucks in a timely and accurate manner.
Pulls smaller bundle labels (rolls) prior to production run .Produces rolls and building trip, while monitoring/operating dock console. CORE	Rolls are packaged and distributed and building trip delivered in a timely and accurate manner. All daily products delivered via conveyor to carts or vehicles in a timely and accurate manner.
Assembles and moves cages and skids as required. CORE	Product is distributed in a timely and accurate manner.
Coordinates the reception, labeling and sequencing of advertising inserts. Acts as communication liaison with other areas regarding distribution operations. Directs the processing of 2 nd & 3 rd class mail. CORE	Inserts and mail are processed correctly and on time. Communications are effective and timely.
Stacks down products. Runs inserting	Product is skidded and/or inserted accurately

Portland Press Herald
Est. 1862
Maine Sunday Telegram

machine. SUPPORTING	and in a timely fashion.
Prepares work area prior to and after production run. SUPPORTING	Work area is fully prepared and ready for next production run.
Performs other related duties as assigned . SUPPORTING	Additional duties are performed in a timely and accurate manner.

Required Education and/or Experience/Knowledge:

Must be at least 18 years old. Knowledge of distribution process desired.

Required Skills:

Good listening skills, ability to follow directions

Capable of lifting up to 60 lbs. and able to stand in one place for long periods of time.

This position reports to:

Distribution Manager