

Warehouse / Delivery Driver - May, 2015

The primary responsibilities of the WAREHOUSE POSITION are as follows, but not limited to:

- Load and unload delivery trucks - requiring physical moving and lifting of product weighing as much as 150 pounds
- Designate and organize the warehouse stock by product line and by physical alignment, allowing sufficient space for overflow
- Perform periodic facilities maintenance and/or custodial / housekeeping tasks, such as cleaning parking lot, loading dock and area surrounding building; keeping floors clear of debris and assisting in daily closing down of warehouse
- Assist in compiling reports of damaged, outdated stock or supplies, over and under shipments, return of products to vendor, etc. and segregate defective product from normal flow of inventory
- Assist in prioritizing and picking material to fill orders and stage product for loading
- Assist in verifying all incoming and outgoing products for accuracy in terms of amount, size and type, informing management of inventory and supply shortages
- Operate powered industrial vehicles (forklifts, pallet jacks, order pickers, etc.) in a safe manner and maintain an operator license, if required
- Timely transportation of product from origin to destination as assigned
- Uses good judgment in assessing jobsite conditions and safe unloading
- Maintain professional representation of the Company in all interactions with customers and through responsible driving
- Abide by all Company safety policies and state and federal transportation regulations
- Competitive work environment with opportunities for advancement

Minimum Qualifications

- Must be eighteen years of age
- Must pass a Background Check
- Must possess or be eligible to obtain a CDL (Class B)

Preferred Qualifications

- General knowledge of machines and tools.
- Forklift experience.

Education and Experience

- HS Diploma or GED required.
- 2 years of experience in area of responsibility.

Compensation

- Competitive pay & benefits package
- Full time position