

# DELIVERY DRIVER

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**JOB TITLE:** Delivery Driver

**REPORTS TO:** Warehouse Supervisor/Warehouse Manager

## PRIMARY PURPOSE:

Deliver products safely and efficiently to customers within a set timeframe. Ensures proper handling and accurate delivery of shipments and deliver high standards of customer care.

## QUALIFICATIONS:

### Education/Certification:

High school diploma or GED

Valid driver's license applicable to equipment operated

### Special Knowledge/Skills:

Ability to communicate effectively

Clean driving record

Willingness to adhere to assigned routes, transportation laws, and safety directives

Excellent organizational skills

Ability to safely operate warehouse equipment

A post offer pre-employment drug screen and physical is required

## MAJOR RESPONSIBILITIES AND DUTIES:

- Conduct safety inspections on vehicles pre-departure
- Review orders before and after delivery to ensure that orders are complete, the charges are correct, and their customer is satisfied
- Assist with loading and unloading items from vehicles
- Obtain delivery confirmations
- Handle returns, cores and warranties according to company policy
- Collect payment on C.O.D. accounts and process with accounting department accordingly
- Prepare reports and other documents relating to deliveries
- Wear the proper safety equipment
- Provide excellent customer service by answering questions, handling complaints and communicating with customers

## WORKING CONDITIONS:

### Mental Demands/Physical Demands/Environmental Factors:

- Regularly required to use hands to handle or feel objects, reach with arms, talk, and hear
- Walking, standing, and/or climbing
- Regularly lift and/or move objects 10-50 lbs, occasionally lift and/or move objects that weigh more than 100 lbs
- Frequently required to stand, walk, stoop, kneel, crouch, or crawl
- Occasionally required to sit, climb, or balance
- Work on ladders and lift trucks

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