



Job Title: *Delivery Driver*

Position Overview

The Delivery Driver is responsible for pickup and delivery of projects/orders and materials from vendors and customers in a timely and safe manner. The driver coordinates workloads to exceed customer requirements while achieving optimum productivity, and works closely with other company personnel to meet or exceed customer expectations. Because you are in contact with employees, customers, and vendors, and in a key position for guaranteeing their satisfaction, your position requires confidentiality, tact, sensitivity, and professionalism.

Essential Job Functions

- Communicate effectively with the Branch Manager, the sales team, and the production team, informing and updating them regularly to guarantee that the sales and customer objectives are met
- Coordinate with the production team to schedule daily deliveries and pick ups
- Remain flexible to restructure schedule as needed
- Drive vehicle to and from destinations, adhering to all traffic laws
- Load and unload delivery goods
- Comply with all OSHA safety requirements
- Maintain vehicle in good working condition
- Maintain vehicle in clean and fueled readiness condition
- Inform supervisor of any vehicle problems
- Abide by all company safety policies as well as state and federal transportation regulations
- Operate powered vehicles such as forklifts, pallet jacks, order pickers, etc.
- Responsible for varication of all outgoing and incoming products for accuracy in terms of size, amount, and type
- Serve as back up for Warehouse Assistants as needed

Requirements

- Possess a valid Class E driver's license and an excellent motor vehicle record
- Excellent driving skills and knowledge of traffic laws
- Requires knowledge of rigging procedures
- Requires knowledge of vehicle maintenance and operation
- High school or GED equivalent
- Must have a positive and upbeat attitude, even in heavy traffic and unusual driving conditions
- Must be hard working and self-motivated
- Must have excellent verbal and communication skills, including good customer service abilities