

Job Description

Title: **Delivery Driver/Stock Person**
Department: Warehouse
Supervisor: Branch Manager

JOB SUMMARY

The Delivery Driver/Stock Person delivers to, and picks up from, our customers. This position requires maintaining an on-time schedule and a cordial, professional relationship with our customers. This position requires frequent contact with customers at various locations. The ability to work in a fast-paced environment, to problem-solve, and be flexible are important qualities required to be successful in this position. Safe driving and maintaining a positive image of the company are mandatory. This position also stocks incoming product and picks orders for fulfillment.

ESSENTIAL FUNCTIONS

- Interact with customers in a manner that encourages repeat business.
- Deliver orders to customers on a regular route, on time, per schedule.
- Deliver to customers off of a regular route as needed.
- Pick up and record tools for repair.
- Pick up and record new and defective merchandise returns.
- Support our Vendor Managed Inventory program by writing orders and stocking inventory at select accounts.
- Drive safely and courteously.
- Perform daily delivery vehicle inspection.
- Maintain a clean and serviceable delivery vehicle.
- Operate material handling equipment with proper training.
- Check in shipments in an accurate and timely manner. Correctly post to our inventory system.
- Put stock away and maintain correct location information.
- Accurately pick customer orders and pack in a manner that avoids damage.
- Assist in general housekeeping of warehouse and display area.
- Ability to work effectively as a member of a team and establish and maintain cooperative working relationships with employees, suppliers, customers.

JOB QUALIFICATIONS AND SKILLS REQUIRED

High school diploma or equivalent required. Function independently, completing a variety of tasks accurately and with close attention to detail in a team environment. Valid driver's license with a driving record that is acceptable to our insurance carrier (Not "High Risk" or worse).

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The Delivery Driver/Stock Person will perform duties in a variety of environments. Frequent driving is required. Visits to customers will expose the incumbent to all types of weather conditions. The Delivery Driver must be aware of each customer's environment and adhere to the proper safety regulations since there will be occasional exposure to events such as excessive noise and moving machinery.

The Delivery Driver/Stock Person must be able to read, comprehend, write, perform calculations, input accurately, reason, and analyze. The incumbent must communicate both orally and in writing.

There is occasional sitting and use of a keyboard. There will frequently be occasion to walk, bend, squat, climb, and kneel. There is frequent handling of objects and lifting of up to 50 pounds. The position requires occasional pushing, pulling, and reaching. Occasional lifting of up to 75 pounds is required.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.