

## **Delivery Driver - Job Posting 8226711**

(West Belfort and Beltway 8)

Employer Name ADVANCE AUTO PARTS

Contact Alex Hernandez, Manager

Online <http://www.advanceautoparts.jobs/career-opportunities/retail.aspx>

### **Job Description**

Duties include but not limited to:

- Drives delivery truck or automobile to deliver parts to Commercial customers, including the loading and unloading parts.
  - Completes vehicle safety checks per Company policy and constantly operates the vehicle within safety guidelines; immediately reports any safety concerns or Company Policy violations to company management.
  - Consistently assist customers in a professional, courteous, and prompt manner.
  - Establishes and maintains rapport with current commercial customers, always remaining aware of, and addressing their needs; recommends products that meets their needs, including informing customers of new products and services.
  - Responsible for observing and reporting customer information, including customer buying habits and competitive intrusion.
  - Works closely with the Commercial Parts Pro on account management, including distribution of invoices, account management, cash handling (where applicable), and the processing of returns (including cores). Responsible for maintaining, cleanliness, appearance, and the safe operation of all Commercial Delivery vehicles on a daily and weekly basis. • Fills commercial customers orders and stages them for delivery.
  - Assists other store personnel in keeping the back room area clean, organized, and stocked.
- Complies with all aspects of the Fleet safety program.

### **Requirements:**

- Must possess good verbal communications skills, including good customer service and salesmanship abilities.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, parts catalogs, and procedure manuals.
- Ability to add, subtract, multiply, and divide in all units of measure,

using whole numbers, common fractions, and decimals.

- Automotive parts experience is preferred.
- High school diploma or general education degree (GED) preferred.
- Must have a valid driver's license and be fleet safety certified. no traffic violations in the past 3 yrs.
- Must be 21 or older for insurance purposes.  
Bilingual English/Spanish skills a plus.
- Candidates must pass a drug screen and background check. [Any criminal convictions and/or criminal activities identified, as a result of these checks, will be reviewed on a case-by-case basis. However, due to the nature of the employer's business, company policy requires that candidates, with specific classes/types of convictions, cannot be considered for employment.

**Supervisory Experience Required** No

**Additional Pay Details** Pay depends on experience.

**Shift** Days (First) **Duration** Regular

**Workweek** Part Time - Up to 29 hours per week

**Additional Workweek Details** Hours and days to be determined.