

Driver

Department: **Shipping**

Organization: This position reports to the Shipping Supervisor.

Accountability: Responsible for the efficient transportation of product to customers in a manner and condition that meets customer and company requirements. This includes picking, packing, loading and verifying product at delivery. Also responsible for the pick up and turn in of customer returns.

Responsibilities:

- Organizes and routes the day's deliveries for the assigned deliveries.
- Load, transport and deliver product according to SOP 4.15-07 Delivery.
- Pick up any warranty returns as needed.
- Communicate between customers and warehouse.
- Notify supervisor of any vehicle maintenance or repairs needed.
- Assist in pulling and packing orders.
- Assist receiving of product.
- Operate truck/trailer in a safe manner. Comply with all DOT standards and regulations.
- Perform any other task assigned by Shipping Supervisor.

Qualifications: Education: High School graduate or equivalent
 Experience: Possess a clean driving record

Knowledge / Skills:

- Must have the required License and certification for vehicle being operated
- Must be certified forklift operator
- Ability to use scan gun in RF Smart environment
- Must be self-motivated and personally accountable
- Must be able to use proper techniques to lift at least 50 pounds.
- Pass drug test and background check

LAST REVISED DATE: 9/9/2014
ISSUED BY: Kurt M Wood