



Job Description

Job Title: Delivery Driver	Last Updated: 5/30/18
Department: Shop	Direct Reports To: Shop Manager
Status: Non-Exempt	

The Industrial Technology Services Delivery Driver is a person who is reliable, concerned with customer satisfaction, and transports items in a safe, timely manner. The Delivery Driver will pick up and drop off items while adhering to assigned routes and time schedules. You should be willing to work as part of the delivery team in order to ensure that the items are complete, packed correctly, and safely delivered to the correct client. Able to be flexibility to delivery demands and other shop work as necessary.

Responsibilities:

- Loading, transporting, and delivering items to clients or businesses in a safe, timely manner.
- Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.
- Assisting with loading and unloading items from vehicles.
- Providing excellent customer service, answering questions, and handling complaints from clients.
- Adhering to assigned routes and following time schedules.
- Abiding by all transportation laws and maintaining a safe driving record.
- Preparing reports and other documents relating to deliveries.
- Operating equipment and machines, such as cars, trucks, forklifts, etc.

Qualifications:

- High School Diploma or equivalent.
- Valid driver's license issued by the state where you intend to work.
- Clean driving record.
- Special licenses may be required to operate certain vehicles. (i.e. Chauffeur's license and medical card)
- 1 year or more experience preferred.
- Willingness to adhere to assigned routes, schedules, safety procedures, and transportation laws.
- Strong time management and customer service skills.
- Ability to walk, drive, and lift and carry heavy items for extended periods.
- Attention to detail.