



## Company Driver - Job Description

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### **Functional Summary**

We are looking for a reliable Company Driver who is concerned with customer satisfaction and transporting items in a safe, timely manner. The Company 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. We are looking for an employee who is professional, consistent, and timely. You must offer weekend availability, perform proper customer service, be willing to work long hours if needed, and have the ability to lift up to 75 lbs. on occasion. Mechanical / construction experience is helpful but not required – rather, an individual who is hardworking, motivated, and willing to learn will excel in this position. An employee who maintains these qualifications will be offered a full-time salary with the opportunity for career growth. Salary is based upon experience and skill set.

### **Key Responsibilities**

The responsibilities of the Company Driver include, but are not limited to:

- 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
- Accepting payments for delivered items
- Perform daily maintenance and safety checks of equipment
- Understand and follow directions from supervisors as to required work
- 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**

#### **Education, Certifications, and Licenses**

- High School Diploma or G.E.D. preferred
- Valid Driver's License
- Pass DOT Physical

#### **Skills & Abilities**

Interpersonal skills

Heavy Equipment Operation

Have a sense of urgency to meet deadlines

Accomplish goals in a team environment

Time Management

Demonstrate Professionalism

Multi-task and set priorities effectively

Possess a positive “can do” attitude

Submit resume to [lehnhoffsupply@gmail.com](mailto:lehnhoffsupply@gmail.com)

#### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.