



POSITION DESCRIPTION

**JOB TITLE: DELIVERY DRIVER/
WAREHOUSE ATTENDANT**
**REPORTS OPERATIONS
SPECIALIST**

INFORMATION ABOUT THIS JOB

The Delivery Driver/Warehouse Attendant position work normally includes, but is not limited to:

- Light duty deliveries to route customers in West Virginia
- Receiving, unloading and stocking inventory from vendors
- Picking, packing and shipping orders to customers both palletized and parcels
- Preparing shipping documentation using handheld and desktop computer system.
- Email communication with coworkers, customers and vendors.
- Inventory control (stocking, cycle counting, etc.)
- Warehouse maintenance
- Works with management staff, trucking carriers, customers and vendors in the performance of this job
- Performs support functions; preparing forms, counting received inventory, light maintenance of company equipment, routine use of various office machines.
- Must follow corporate guidelines and employee code of conduct

TRAINING FOR THIS JOB

Usually involves on the job training as written or one-on-one instruction.

REQUIRED SKILLS

- Email and Basic Computer Skills
- Forklift operation
- Knowledge of shipping industry procedures such as completing Bills of Lading and related shipping documents.
- Ability to be self directed
- Problem Solving
- Ability to communicate

DESIRED SKILLS:

Verified successful performance of the same or like job in a distribution environment.

EDUCATION REQUIREMENTS

High School or better

FACTORS TO BE CONSIDERED IN FILLING THIS POSITION

1. BASIC QUALIFICATIONS

2. TESTS

None at this time.

3. PHYSICAL REQUIREMENTS

Must be able to stoop, bend, lift, move, push, pull up to 50 lbs or more with the assistance of warehouse equipment.

4. SPECIFICS FOR THIS JOB

Attributes needed to learn and or carry out the job duties:

- A. Normally assigned daytime hours but there can be exceptions to accommodate customer needs. Overtime may be required
- B. Verbal facility in English
- C. Where driving is required, a minimum of a valid class D state driver's license with a satisfactory driving record is required.
- D. Ability to get along with customers, coworkers, and vendors.

5. ENVIRONMENT

- A. Usually works in an enclosed, non-climate controlled warehouse environment.
- B. Fast paced, results oriented deadline driven.
- C. Works in a drug free environment
- D. Works in a smoke free environment

COMPENSATION:

\$9.00/hr