



Job Title: Delivery Driver
Department: Delivery
Status: Full Time / Non-Exempt
Reports To: Delivery Supervisor

Essential Functions:

- Delivery Route: Deliver orders each day on assigned route. All packages must be delivered by the end of the day. If not possible, you must contact the Delivery Supervisor or customer service so the customer can be notified.
- Return Pickups: Make sure that returns are picked up and returned to Innovative Office Solutions within 2 days of return request date. The product that is picked up is to be placed on the proper return pallet and the paperwork put in the correct area so it can be processed.
- Route Documentation: Same Day – Obtain signatures/names on our cell phone system for proof of delivery. When this is not possible, note on the system where the package was delivered. Must also fill out route form for number of stops, etc.
- Appearance: Wear clothing provided by the company and the clothing must be clean and presentable every day.
- Trucks: Outside of trucks must be clean so wash when necessary. The inside of the trucks must be kept clean too. The trucks are smoke free.
- Materials Distribution: Delivery of marketing collateral as needed. Communication back to ASC and sales team as to what was delivered.
- Team Work: Openly exchange ideas and opinions with co-workers and ask for help when needed. Prioritization of work load. Good attitude and communication is essential to effective team work.
- Must be outgoing and have good customer service skills.
- Must be able to lift heavy boxes.
- Safely operate the company vehicle. Report any accidents immediately.

Minimum Qualifications:

- 1 year delivery experience.
- Works well under pressure and achieves deadline.
- Ability to communicate well with others.
- Must have a valid driver's license.
- Must pass a DOT physical and keep it current.
- Must be able to lift up to 70 pounds on a regular basis.

To apply, please click on:

https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=adphr&jobId=21158&lang=en_US&source=CC2

Equal Employment Opportunity

8/16/2017