



Job Description

Job Title: Delivery Driver / Warehouse Assistant

Department: Inventory Control/ Warehouse

Reports to: VP Inventory Management and Distribution

FLSA Status: Non-Exempt: 8:00am – 5:00pm, Monday – Friday (40 hours per week)

Essential Duties and Responsibilities:

- Assist in deliveries for Fayetteville sales department, Ft Bragg and other branches as needed.
- Prepare and run Shuttle orders as needed. Insure equipment is wrapped and secured properly for safe transport. Maintain current daily driver log report in shuttle trucks.
- Change light bulbs as needed in the warehouse area using cherry picker and harness.
- Assist with sorting of recyclable items when returned.
- Make sure vehicles contain appropriate moving materials (blankets, straps, bubble wrap, etc.) and secure all equipment transported to minimize damage possibility.
- Notify Purchasing/Inventory Control of any damaged items.
- Assists in processing of branch shuttle orders.
- Assist in shipping and receiving of freight.
- Make sure bay areas are organized and clear of cardboard and pallets, unboxed machines are tagged and wrapped.
- Assist with physical inventory process.
- Maintenance on shuttle vehicles, to include routine service, inspections and cleaning.
- Data entry on UPS system, use E-Automate system and scanner units.
- Deliver in town supply orders as needed.
- Assist with moving items used within the office (furniture, files, etc.)
- Assist in supplying paper and forms for in house use. Support for Ft Bragg Rd location.
- Responsible for routine cleaning of the warehouse floor using the ride-on system.
- Courteous and professional interaction with customer's during deliveries.
- Various assignments and projects as assigned by management.

Qualifications:

To perform this job successfully, an individual must have a valid driver's license and a good driving record. Must be familiar with a computer; be able to lift 70 lbs. and operate a forklift. Must be precise with numbers. Must have the ability to communicate orally and in writing with employees, vendors and customers. Occasional requirement for overnight travel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.