



# Job Description

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**Job Title:** Part-Time Delivery Driver  
**Department:** Greenville Service Department  
**Reports to:** Service Manager

## **Essential Duties and Responsibilities:**

- Prep, load and properly secure equipment for transportation.
- Coordinate with customers prior to delivery. Includes inquiring about stairs, moving old gear, electrical requirements in place and if there are any hardwood floors to traverse for better planning.
- Operate company vehicle(s) safely and responsibly.
- Verify and record all serial numbers, ID numbers, accessory items and meter readings of all delivered and picked up equipment.
- Clean and test basic copier functions upon delivery at customer's location and immediately report any inoperable functions to Service Manager. Basic functions include copying from all paper sources, duplexing, ADF operation, sorting, stapling and basic faxing if applicable.
- Ask customer if they would like you to show them basic copy operation (duplex, sort) in the interim of the trainer arriving.
- Always exhibit a friendly and positive communications with customers and coworkers.
- Perform general upkeep of delivery vehicles and warehouse when not on the road.
- Maintain current daily driver log report in shuttle trucks.
- Adhere to Company dress code for service personnel
- Abide by the Company's published policies and procedures.
- Special projects as assigned by Supervisor.

## **Physical Requirements**

- Must be able to carry and lift at least 30 to 50 lbs.
- Job will require bending, squatting, kneeling, pushing/pulling and moving/lifting various equipment.
- Driving company vehicle to customer locations

## **Qualifications:**

To perform this job successfully, an individual must have a good driving record. Must have three years of license driving experience, be familiar with a computer, and be able to lift 50 lbs. Must have the ability to communicate orally or verbally with employees, vendors and customers. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.