



# Job Description

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**Job Title:** Raleigh Delivery Driver

**Department:** Raleigh Service Department

**Reports to:** Inventory and Networking Manager

**FLSA Status:** Non - Exempt  
8:00 am – 5:00 pm, Monday – Friday (40 hours per week; Lunch 30 minutes to 1 hour, depending on delivery schedule)

## **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. Do not move equipment across hardwood floors or any other floor that can be permanently damaged by the weight or wheels of equipment without prior approval from management or the customer signing a consent form releasing Systel of any responsibilities.
- Stage equipment in a timely manner to meet delivery deadlines. Wrap all unboxed equipment in plastic for transport to the customer location.
- Follow instructions from the Inventory Control Clerk concerning times of deliveries, moves and special instructions.
- Operate company vehicle(s) safely and responsibly.
- Keep company provided cellphone in your possession, fully charged, during working hours.
- Notify customer if you are unable to meet a delivery deadline.
- Maintain current daily driver log report in shuttle trucks.
- Verify the machine model and record all serial numbers, ID numbers, accessory items, supplies and meter readings of all delivered and picked up (outgoing and incoming) equipment/paperwork. Submit documentation to Inventory Control Manager.
- 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.
- Notify Delivery Coordinator via Cellphone when leaving each delivery/pickup.
- Operate forklift in a safe and responsible manner to avoid injury to yourself, others and property.
- Wear a lift belt when moving heavy items. Seek assistance before lifting items beyond your ability to avoid personal injury to yourself or others.



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- Assist with general upkeep of delivery vehicles and warehouse, i.e. keeping warehouse swept, clear of cardboard and trash when not on the road/daily. Assist with keeping warehouse in an orderly appearance so machines can be easily accessed. Fire lanes must be open at all times.
- Adhere to Company dress code for service personnel
- Abide by the Company's published policies and procedures.
- Assist the Inventory Control Clerk during physical inventory, shuttle arrivals and deliveries as needed.
- Special projects as assigned by Supervisor.

### **Physical Requirements**

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

### **Qualifications:**

To perform this job successfully, an individual must have a good driving record and be able to drive a manual transmission (stick shift) box truck. 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.