



# Job Description

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**Job Title:** Delivery Driver/Warehouse Assistant

**Department:** Inventory Control/Warehouse

**Reports To:** SR VP Inventory Management and Distribution

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

## **Essential Duties and Responsibilities:**

- Assist in deliveries for Fayetteville sales department, Ft Bragg and other branches as needed.
- Perform technical tasks as needed in customer deliveries, hard drive removal, etc.
- Prepare and run Shuttle orders as needed. Insure equipment is wrapped and secured properly for safe transport.
- 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.
- Assist in processing of branch shuttle orders.
- Assist in shipping and receiving of freight.
- Assist in shelving incoming freight and processing daily parts and supplies orders
- Make sure bay areas are organized and clear of cardboard and pallets, unboxed machines are tagged and wrapped.
- Assist with physical inventory process as needed, return of branch warranty items
- 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.
- Maintain current daily driver log report in shuttle trucks.
- Assist with moving items used within the office (furniture, files, etc.)
- Assistance with facilities management as requested by Stan Futrell
- Assist in supplying paper and forms for in-house use.
- Responsible for routine cleaning of the warehouse floor using the ride-on system
- Courteous and professional interaction with customers 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 50bs and operate a forklift. Must be precise with numbers. Must have the ability to communicate orally and verbally 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.