



## LANDMARK STAFFING

**Job Description:** Driver and Warehouse Associate

**Pay Rate:** \$16.00 - \$18.00/ hour

**Location:** Grand Junction, CO

**Hours:** FullTime 8:00 a.m. - 5:00p.m. Monday - Friday

### **Overview:**

Purvis industries, the largest independent industrial distributor, is looking for candidates for the position of delivery driver for Grand Junction, CO.

The following is a list of job duties for a warehouse / driver person. These responsibilities and physical requirements include, but are not limited to the following:

### **Responsibilities:**

- Team members will be walking or standing for the majority of every workday, remaining time will either be sitting/driving a company vehicle, sitting at a desk or working the warehouse.
- Must be able to accurately identify products, which will require basic reading skills as well as ability to learn about products being sold by the company.
- Identify incoming shipments, compare products received to the packing slip, noting any differences and forward packing slip to Order Processing in a timely manner.
- Put a delivery run together, organize deliveries, and log deliveries into the delivery log.
- Stock products on shelves in a first in first out order.
- Pull products based on delivery tickets and double check the order for accuracy.
- Responsible for processing UPS and motor freight shipments.
- Load all products into delivery trucks and drive and unload all products at customer's locations.
- When delivering products, the driver is responsible for having customers sign the delivery ticket accepting the order. One copy should be given to the customer, and the other given to Order Processing when the driver returns to the branch office.
- Assist Branch and/or Operations Managers in other areas as needed.

### **Requirements:**

- Employees must be able to lift products up to 70 pounds on a daily basis.



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- Heavy products are stocked from ground height up to 6' in height.
- Products to be delivered must be lifted into the back of trucks approximately 3' height for  $\frac{3}{4}$  ton trucks and 4' heights for large trucks.
- Ability to climb stairs with products in hand to be delivered at customer locations or at our location.
- Must be 18 years of age or older to be a driver
- Must have a minimum of 2 years professional driving experience
- No more than 2 moving violations in the past 18 months (i.e.: speeding, failure to yield, failure to stop, no safety belt, etc.)
- No more than 3 moving violations in the past 36 months
- No more than 1 at fault accident with no bodily injury and 1 moving violation in the past 3 years
- No more than 1 at fault accident with bodily injury in the past 3 years
- Drug Test, Background Check, and clean driving record (within these limits listed above) required
- Valid Driver's License is also required