

# Job Description: Delivery Driver



## Reports To:

Operations Manager

## Job Description:

The Delivery Driver is responsible for the on-time, safe and efficient delivery of goods manufactured and distributed by Metal Panel Systems. The Delivery Driver is expected to produce the quota as directed by the Operations Manager while putting professionalism, safety, customer service and quality at the highest regard.

## Core Competencies:

- Represent Metal Panel Systems with utmost professionalism.
- Exceed customer expectations by ensuring deliveries are on time, accurate and delivered safely with no damage.
- After certification, operate a forklift to load and unload delivery vehicles and relocate materials and goods throughout the warehouse.
- Communicate professionally and clearly with customers, supervisors, and other team members.
- Ensure that delivery tickets/packing lists are properly noted and turned in.
- Promotes a safe working environment and complies with plant and company safety procedures and policies.
- Possess a current Class B CDL and safe driving record
- Must be familiar with DOT regulations as they relate to Commercial Delivery Vehicles
- Possess excellent listening and communication skills.
- Other Duties as assigned