



Job Description

Delivery Driver Route Coordinator

Job Title:	Delivery Driver Route Coordinator	Status:	Full Time
Supervisor:		Classification:	Non-Exempt
Department:	Warehouse	Department No:	

POSITION SUMMARY

Driver Route Coordinator must ensure the effective and efficient routing of all delivery vehicles; ensuring proper material handling, loading and maintenance of all delivery vehicles. Ensure all drivers continuously supply the highest level of service to our customers. Route Coordinator is also responsible for the efficient and effective processing of all customer orders. Ensures all materials are handled appropriately, maintaining product quality. Ensure the timely and accurate stocking of inbound products, and cleanliness of warehouse and work areas. Adheres to the **Days Work In A Day** principles.

Responsible to act in accordance with the policies signed on the first day of employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned

- Pre-delivery vehicle preparation,
- Learning the delivery area,
- Checking orders for quality and accuracy,
- Following proper delivery procedures;
- Providing quality customer service through positive and professional interaction with customers in person and acting with a sense of urgency in everything they do.
- Enhance the company's image by complying with uniform and appearance standards.
- Create an atmosphere of teamwork, energy, and fun through positive and professional interaction with employees.
- Assist shipping and receiving, unloading trucks, checking in merchandise, matching purchase orders to sales orders and distributing to sales associates for processing.
- May be asked to assist in counting of physical inventory.
- May be assigned facilities maintenance duties as needed.
- Sweeping, dusting, and mopping.
- Organizing warehouse and work area for orderliness at all times.
- Wearing the proper safety equipment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Makes a professional impression on customers and team members through positive, courteous, and friendly attitude (Influences Others)
- Works with team to act on customer feedback and resolve customer complaints in a timely, friendly and professional manner (Influences Others/Solves Problems)
- Directs team to take pride in the details of delivering the Customer Promise and Brand Delivery Standards (Gets Results)



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- Demonstrates flexibility to meet different team needs to ensure Customer Promise delivery (Can Play Many Roles)

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); 1-2 years or more related experience and/or training; 3-5 years delivery driver experience or equivalent combination of education and experience.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to ten pounds, frequently lift and/or move up to fifty pounds, and occasionally lift and/or move up to one hundred pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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BENEFITS

Full-time employees are eligible for medical, dental, Life Insurance, Flex Plan, LTD after successful completion of 60 DAYS. PTO eligibility is following 90 days.

Full-time and Part-time employees are eligible for the 401k Plan after 60 days.

Apply today to express your interest in our great organization. We look forward to hearing from you! Please respond [here](#) with your resume and salary requirements or fax to 303-209-4299.

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