

## **Eaton Office Supply Job Bid**

**Date:** 06/19/2015

**Job Title:** Delivery/Assembly

**Status:** Non-exempt

**Department:** Delivery

**Class:** Grade 7

**Job Summary:** Responsible for daily activities related to delivery of office supplies, furniture, and occasional assembly. Load and deliver orders/pick ups to/from customers. Verify package counts per orders/pick ups and obtain signatures for deliveries/pick ups. Inform Eaton office personnel of any discrepancies in packages or delivery information. Represent Eaton Office Supply to our customers in a professional and courteous manner.

### **Accountabilities:**

- Manifest route in proper order using Navision/Jump Track
- Load truck and verify carton counts
- Deliver orders and obtain customer signatures
- Perform customer returns for pick-up
- Advise of any undelivered packages and reason
- Abide by Eaton Delivery Code of Conduct Sheet
- Report faulty delivery information to Logistics Manager
- Pick up returns and report any unsuccessful pick ups to Returns Department
- Maintain a valid drivers license
- Maintain a safe driving record
- Inspect and maintain a safe vehicle
- Work overtime when necessary to get all deliveries done daily
- \* Assemble/Load and deliver furniture orders
- \* Determine and plan routing to create efficiency and customer satisfaction

### **Skills:**

- Working knowledge of Navision manifesting and route change functions
- Basics computer and math skills
- Must lift over 60 lbs occasionally
- Possess geographical knowledge of delivery area to load and deliver in an efficient manner
- \* Operation of forklifts, manual and electric pallet jacks
- \* Use of tools including power drill/screwdriver

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities

This job in no way states or implies that these are the only duties to be performed by the employee. Employees will be required to perform any other job-related instructions and to perform job related duties by their supervisor.

This document does not create an employment contract, other than an “at-will” employment relationship.

**To apply, please contact Cliff Shine at 716.691.6100 x 308 or e-mail: [cshine@eatonofficesupply.com](mailto:cshine@eatonofficesupply.com)**