

Warehouseman/Route Driver (Bridgeton)

Warehouseman/ Forklift Operator/ Route Driver - Position Description

Description: Responsible for operating vehicles used to transport materials, equipment and supplies. Responsible for maintaining the warehouse operations and completing shipments. All work to be completed under the general supervision of the CEO.

Responsibilities:

- Operates delivery van, pick-up truck or similar vehicles with and without trailers
- Performs pre- and post-trip vehicle inspections
- Records data relating to vehicles, routes, trips, and loads
- Keeps accurate records and reports of inventory, shipments, maintenance, supplies, transactions and other data as directed
- Schedules pick-ups and deliveries
- Delivery and pick up of product
- Develop and maintain relationships with current and prospective customers
- Unload/load vehicles and containers
- Inventory organization and control
- Maintains safe and efficient operation of forklift, storage containers, equipment, and supplies
- Operates a forklift to move, locate, and relocate product
- Ensures inbound and outbound shipments are accurately recorded
- Inspects inventory and stock for quality variances
- Maintains a safe and clean work environment and conditions
- Performs assigned responsibilities safely and efficiently
- Such other duties as assigned

Key Competencies:

- Self Starter
- Able to work effectively in a fast paced environment
- Excellent interpersonal, listening, and oral communication skills
- Excellent time management, organizational and documentation skills
- Excel at using IPAD & Smart Phone applications
- Inventory management and control skills
- Trustworthy and dependable
- Understands and follows safety rules and practices
- Excellent driving skills and clean driving record
- Certified Forklift Operator
- Driving familiarity of St. Louis, Missouri/Illinois metropolitan area and surrounding counties
- Strategic and critical thinking skills

Educational, Technical, Physical Skills

- High School Diploma or Equivalent
- Two (2) years experience as a warehouse worker, fork lift operator, or a related position
- Ability to lift and move a minimum of fifty (50) pounds all day long.
- Basic computer skills; Microsoft Word and Excel