

# Job Description



## Delivery Driver

---

Deliver and pick up shipments to customers. Maintain good customer relations. Maintain truck cleanliness, strapping, and oddities involved with the company truck. When no deliveries are scheduled, small floor work is required in its stead. This is a list of typical job duties, but all NIA team members will be expected to help out in all areas of the company to ensure the best possible experience for our customers, co-workers, and ownership.

## Required Skills

---

- Talking to others to convey information effectively both written and verbal.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understanding written sentences and paragraphs in work related documents.
- Customer service skills must be understood and used effectively to create good relationships with customers.
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Has the ability to stay organized in order to properly manage deadlines.
- Has the urgency to make deliveries as quickly as possible while following all regulations, customer needs, and laws in the process.
- Using the proper channels to direct customers regarding questions or concerns with their order.