



Courier/Delivery Driver

Classification

Non-Exempt

Reports To

Customer Relations Manger

Date of Last Position Description Review

03-09-2018

Job Description

Position Objective

Responsible for efficiently and safely transporting communications, materials and products and other items to and from offices, vendors and customers.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Verify the contents of loads against shipping papers.
- Load and unload items for delivery and/or pickup.
- Provide support to the Shipping department in preparing orders, and other functions, as needed.
- Assist with other tasks not listed in the job description, as they arise, on as as-needed basis.
- Obey traffic laws and follow established traffic and transportation procedures.
- Turn in receipts and other paperwork associated with delivery and/or pickup.
- Inspect company vehicle(s) and ensure the vehicle remains clean, all fluids levels are maintained and there are no equipment/mechanical malfunctions.
- Report any issues with equipment or mechanical malfunctions immediately so they can be remedied.
- Other duties as assigned.

Key Competencies

- Good driving record.
- Critical evaluation.
- Spatial skills.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment. Occasionally this job may require time spent in areas that require donning PPE.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 40 pounds without assistance.

Position Type

Full-Time, Permanent

Expected Core Hours/Days of Work

Expected core hours of work are 7 a.m. to 4 p.m., Monday through Friday. Evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although occasional out-of-the-area and overnight travel may be expected.

Required Education/Experience

Requirements may be waived at the discretion of the CEO.

- A High School Diploma or General Equivalency Diploma
- Able to read maps and follow written or verbal geographic directions.
- A good driving record without any serious infractions during the last five (5) years, and no more than one moving violation in the last 24 months.
- Proficiency in Microsoft Office Suite, with emphasis on Excel, Outlook and Word.

Preferred Education/Experience

- Previous experience as an aerospace delivery driver.
- Previous forklift experience (3 years) preferred.

Additional Eligibility Qualifications

- N/A

Work Authorization/Security Clearance

Must qualify for EAR, ITAR clearances.

EEO Statement

AE Management Co., and Etezazi Industries, Inc., provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, AE Management Co., and Etezazi Industries, Inc., comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

AE Management Co., and Etezazi Industries, Inc., expressly prohibit any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of AE Management Co.'s and Etezazi Industries, Inc.'s, employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

_____ Manager Name (Printed)	_____ Manager Signature	_____ Date
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_____ HR Manager Name (Printed)	_____ HR Manager Signature	_____ Date
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_____ Employee Name (Printed)	_____ Employee Signature	_____ Date
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