



Utility Trailers of New England, Inc.

POSITION: PARTS DRIVER/WAREHOUSE

SALARY: \$15-\$20/HR.

Responsibilities

- Picks up and delivers parts to customers, satellite stores, and wholesale accounts.
- Coordinate any last-minute pick-up or deliveries.
- Checks payments required with the invoices for each delivery.
- Keep an accurate log of daily deliveries and pick-ups. Request recipient's signature on each delivery entry.
- Loads/unloads truck. Turns in all paperwork and undelivered parts.
- Helps maintain the professional appearance of the parts department.
- Notifies the parts manager of any parts that are received damaged or missing from any type of order.

- ***Qualifications***
- Team oriented, flexible and focused on maintaining a high level of customer service
- Ability to organize multiple tasks and complete with accuracy and efficiency
- Highly self-motivated with the desire to contribute to business growth
- Being able to show up on time and be prepared to work throughout the day
- Excellent customer service skills.
- Ability to lift up to 50 pounds (occasionally items up to 100 lb.)
- Professional appearance and work ethic.
- Valid driver license and a good driving record.

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www.utilityne.com