



THE MODERN FLOORING SOLUTION

Delivery Driver/Warehouse Technician Team Opening

If you have an energetic and positive attitude this job is for you! [Click here](#) to submit your resume.

Schedule: Monday through Friday 6:30 AM - 3:30 PM, Overtime likely

Compensation: \$14-\$16 per hour starting pay

Job Description:

We are looking for an energetic, positive, & responsible delivery driver to provide excellent customer service while delivering products promptly to our customers. You will represent our company in a professional and cost-effective manner aiming at increasing profitability and customer satisfaction while demonstrating excellent problem-solving skills. The Warehouse Department is responsible for preparing vinyl flooring orders to be delivered as well as assisting the warehouse manager in inventory and the cleaning and organizing of the warehouse. The ideal candidate will become part of the team, as well as possess a willingness to assist in all aspects of the business.

Responsibilities include:

- Deliver company products to different addresses and through different routes
- Follow route and time schedule
- Load, unload, prepare, inspect and operate delivery vehicle
- Ask for feedback on provided services and report clients' complaints
- Collect payments
- Complete logs and reports
- Follow traffic laws, DOT regulations and safety standards
- Ability to operate forklifts and tractors in a variety of weather and traffic conditions
- Excellent organizational and time management skills
- Determine address where the package is going.
- Check to see if the package is damaged.
- Follow traffic signs and street signs to get to the destination.
- Inspect and maintain the vehicle, adding fluids and oil as needed.
- Check tires, brakes, lights, and gas.
- Add fuel when running low.
- Monitor traffic conditions to avoid delays.
- Maintain logs of packages delivered.
- Ensure inventory loads match shipping papers.
- Sorting and placing materials on racks, shelves, bins according to predetermined sequence such as size, type, style, color, or product using a sit-down forklift.
- Pulling material from sales orders and assembling customer orders from stock.
- Preparing the shipment to be shipped; uses proper packaging techniques and follows established methods for protecting products during shipping as noted in quality work instructions
- Mark materials with identifying information, barcodes, scan barcodes and record amounts of materials or items received or distributed.
- Solve problems that arise from vehicle related issues or to satisfy the customer.



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Requirements:

- Must be 21 years of age or older
- Clean DMV record is a must
- High school diploma or equivalent
- Valid driver's license
- Ability to interpret maps and global positioning systems (GPS) devices.
- Positive & energetic attitude
- Excellent problem-solving skills
- Excellent written and verbal communication skills preferred
- A minimum of 1-year warehouse experience a plus
- Up to date forklift certification preferred
- Must be able to lift 50lbs (occasionally while going up flights of stairs)

Physical Demands:

The work requires long periods of sitting as well as long periods of standing and walking. It also requires routine lifting, and carrying items weighing up to 50 pounds (all may be performed while occasionally walking up flights of stairs), as well as bending, and stretching. Must be able to work in unfavorable weather conditions such as heavy winds, rain, and extreme heat.

Working Environment:

To perform job duties associated with delivery drivers, employees will be provided with a company truck. Drivers may be switched between company trucks depending on routes assigned for the day. Job duties associated with warehouse associates will mostly be performed in a 28,000 square feet warehouse attached to a 2-story 3,400 square feet office. There are multiple offices including a customer service office and an operating call center.

About Urban Surfaces and Benefits:

At Urban Surfaces, our core beliefs dictate our business operations, product development, and the overall direction of our brand. As we continue to evolve and grow, our promise to both team members and customers is that these values will remain constant:

- Relational: Because people matter, we commit to always treating our customers and each other with dignity, honor, and respect.
- Responsible: Because actions matter, we commit to always be clear in our business practices and accountable for the environment which we all share.
- Reliable: Because partnerships matter, we commit to always being dependable and responsive to our customers' needs.

Benefits include Paid Time Off, Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, as well as a 401(k) Profit Sharing Plan and Defined Benefit Pension Plan.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

To apply for this position, please [click here](#) to submit your resume.