DELIVERY PERSON

Job Description:

A Delivery Person is responsible for transporting and delivering packages from a to businesses and residential properties. Their duties include loading parcels into their vehicle, using a navigation system to map their route and delivering parcels to the correct addresses in a timely manner. Delivery persons are responsible for transporting and handling deliveries in a timely manner. Delivery persons typically work for corporations to collect packages and deliver them to customers or interoffice. They maintain electronic logs to track their route schedule and confirm deliveries. Their job is to operate a delivery truck or van in a safe, efficient manner to deliver packages to customers within a particular area. They may also be responsible for obtaining signatures from recipients when delivering large or fragile packages.

Job Responsibilities:

* Transport packages to and from destinations
* Arrive at destinations on schedule
* Fulfill administrative needs, like office pickups
* Research and plan for traffic, construction and weather delays
* Use navigation applications to determine the best route
* Interact with clients professionally at all times
* Ensure that the vehicle is always fueled and ready for use
* Arrange for vehicle repairs as needed
* Keep mileage records and repair records up-to-date
* Map out driving routes ahead of time to determine the most expedient trip
* Pick up packages from the place and at the time they’ve requested
* Confirms pick up times with clients
* Notifies dispatch of any problems, delays, or accidents.
* Assist clients with loading and unloading their luggage
* Listen to traffic and weather reports to stay up-to-date on road conditions
* Adjust the route to avoid heavy traffic or road constructions, as needed
* Schedule regular vehicle service appointments and report any issues

Job Qualifications:

* High school diploma or GED required
* Clean driving record required
* Current license and registration required
* Current driver’s insurance required
* Experience as a delivery person

Opportunities as a delivery person are available for applicants without experience in which more than one delivery person is needed in an area such that an experienced delivery person will be present to mentor.

Job Skills Required:

* Knowledge of DMV standards and regulations
* Ability to multitask
* Good observational skills to notice what needs reordering or changing
* Good communication skills
* Able to work calmly under high pressure
* Must be able to lift heavy objects up to 50lbs
* Have endurance to walk around and carry out tasks throughout shift
* Pleasant, polite manner and a neat and clean appearance.
* Able to work in a fast-paced environment
* Able to multitask, prioritize, and manage time efficiently
* Physical endurance to drive for an entire shift
* Ability to be patient while waiting for clients to be ready
* Ability to adapt to last minute changes without frustration
* Familiarity with GPS devices
* Knowledge of area roads and neighborhoods