



Warehouse – Delivery Personnel

Job Description

Division/Department: Warehouse Department

Location: 99-1046 Iwaena St., Aiea, HI 96701

Job title: Warehouse / Delivery Personnel

Reports to: Warehouse Supervisor

Title: Warehouse / Delivery Personnel

Level/Grade: Entry Level

Type of position:

Full-time

Hours 40 /week, may include weekends, before and after normal business hours, when called upon.

General Description:

Responsibilities include, but may not be limited to: delivery and pick up of all new sales and rental office equipment and furniture to and from warehouse to customer location and /or freight and cargo companies; set up and install of delivered equipment and / or furniture; check in and clean all returned rental and/or loaner office equipment and furniture.

Delivery Personnel Daily job tasks, may not be limited to, include:

- Must check in with Dispatcher at the start of each work day, at the start of each delivery / service order, at the completion / end of each service order, lunch break, and at the end of each work day.
- Primary duty: Driver - Delivery and pick up of all new sales and rental office equipment and furniture to and from warehouse to customer location and /or freight and cargo companies.
- Stage and prepare equipment, for outgoing and incoming orders, when needed.
- Takes verbal and/or written orders from immediate supervisor. At times, may receive orders from Administrative Manager and / or Service Manager should Warehouse Supervisor not be available.
- Lunch hour is designated from 12:00pm – 1:00pm. At times, the lunch hour may be different due to last minute or unexpected service orders.

Work experience requirements:

- Able to lift heavy office equipment and furniture.
- Must be articulate and a team player.
- Driver's license – must be able to drive a twin axle cargo truck.

Education Requirements

- High school diploma or GED

Reviewed by:
Title:
Approved by:
Title:
Date posted: 11/29/06 Newspaper Advertisement
Date hired:

Job Announcement:
Website