



ML Group, LLC  
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Barnesville, OH  
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PayRoll@DriveMLGroup.com  
Belmont County, Ohio

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## POSITION DESCRIPTION- DRIVER

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<b>Position:</b> Driver	<b>Department:</b> Warehouse
<b>Reports to:</b> Warehouse Manager	<b>Supervises:</b> N/A
<p style="text-align: center;"><b>Position Summary</b></p> <p>Under direct supervision of Warehouse Manager delivers tires &amp; supplies to retail stores &amp; customers, and unloads delivery trucks. Adheres to company customer service guidelines and performs duties in a safe and diligent manner.</p>	



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## *General Qualifications*

### **Knowledge Requirements**

**Minimum Education/Certification:** Must have a Valid Driver's License & Clear Driving Record

**Required Knowledge:** Must know how to operate larger vehicles with weight in the back & how to read part numbers & tires sizes.

**Preferred Knowledge:** Knowledge of Auto Industry, Parts & Tires

### **Experience Requirements**

**Required Experience:** Must be Comfortable Driving on Interstate & Driving for Long Periods of Time

**Preferred Experience:** Previous Delivery Driving Experience

### **Skills Requirements**

**Required Skills:** Must be able to Follow Directions, Have Customer Service Skills & Communications Skills.

**Preferred Skills:** Ability to Operate Forklifts and other Warehouse Equipment

### **Physical Demands/Work Environment Requirements:**

Vision, hearing, speech, movements requiring the use of wrists, hands, upper body and/or fingers. Sits majority of the time but also has to be able to be active. Must be able to lift objects up to 80 pounds and move objects up to 10 feet at a time. Must have the availability to work the hours and days required to complete the essential functions of the position, as scheduled. Must have a valid driver's license with a clear driving record to operate company vehicles.

### **Mental Demands:**

Learning, thinking, concentration and the ability to work under pressure. Requires high level of concentration where physical injury is a possibility. Must be able to pay close attention to detail and be able to work as a member of a team to ensure excellent customer service. Must have the ability to interact effectively with co-workers and customers, and exercise self-control and diplomacy in customer and employee relations' situations. Must have the ability to exercise discretion as well as appropriate judgements when necessary.



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## *Essential Functions & Basic Duties*

- Must be able to read part numbers & match products to invoices & packing slips.
- Must be able to operate larger vehicles at fully loaded capacity.
- Must be able to follow directions and know how to use a GPS for proper delivery of products.
- Must be able to follow company policy and properly report any accidents that may happen.
- Returns company vehicles to Advisor in clean and proper condition.
- Complies with Company Quality Control Program, Company Safety Policy, OSHA, and EPA regulations. Wears safety glasses at all times when in any shop area.
- Adheres to working schedule and utilizes time clock per company guidelines.
- Understands and upholds the Company's Mission Statement.
- Loading, transporting, and delivering items to customers in a safe, timely manner.
- Reviewing orders before and after delivery to ensure that orders are complete, and that the customer is satisfied.
- Accepting payments for delivered items, if applicable to customer.
- Loading and Unloading items from deliveries and company vehicles.
- Providing excellent customer service, answering questions, and properly forwarding customer complaints to Advisor.
- Adhering to assigned routes and following time schedules.
- Abiding by all transportation laws and maintaining a safe driving record.
- Must be responsible for Company card & making sure company vehicles have fuel.
- Must be able to Stack Tire & Organize the Warehouse.



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## *Additional Responsibilities*

- Adheres specifically to all corporate policies and procedures and applicable laws. Maintain highest levels of grooming, hygiene, and acceptable uniform appearance.
- Stays abreast of the Company's products and services; recognizes opportunities to recommend Company products and services and makes customer referrals to the appropriate staff member.
- Acts in a professional manner with all customers, co-workers, and supervisors
- Performs other related duties as required to meet the ongoing needs of the organization.
- Must be Responsible with Company Credit Card.

## *Acknowledgement*

The undersigned employee acknowledges receipt of the Job Description for the employee's position and understands the essential functions, responsibilities, and qualifications of the position. Furthermore, the employee acknowledges that this Job Description does not include all of the essential functions of this position, and that these essential functions may change as deemed necessary by the manager.

Employee Signature:

Date:

Employee Print:

Manager Signature:

Date:

Manager Print:

