



# Delivery/Warehouse Associate Job Description

## POSITION SUMMARY:

Office Furniture Source is seeking delivery/warehouse associates to receive, deliver, install, build, and move office furniture including modular systems and freestanding product. The job duties revolve around loading, transporting, and unloading furniture. Responsibilities of this position include checking customer orders, ensure correct product is loaded before departure and delivered to the client safely while providing the highest level of customer service and satisfaction.

## Key Skills

- Excellent written and verbal communication
- Demonstrate an attention to detail
- Strong organization and prioritization
- Ability to adapt to ever-changing demands in a fast-paced work environment
- Problem solving and critical thinking
- Ability to work well with others
- Customer serviced oriented

## Minimum Job Requirements:

- Must have a valid driver's License, with clean driving record. Chauffeurs License preferred (non CDL)
- Ability to pass drug screen & FBI background verification
- Willing to work flexible schedule including nights and weekends
- Able and willing to regularly move and/or lift up to 75 pounds, or up to 250 pounds with assistance
- Drive company vehicles (Box truck experience required, non CDL)
- Able to use basic hand and small power tools to include drills, tape measure, etc.
- Ability to work in warehouse conditions and outside in all weather conditions
- Ability to lift & move up repeatedly, stand; walk; and stoop, kneel, crouch or crawl
- Good communication skills, ability to work efficiently, take direction, and complete daily paperwork
- Maintain professional appearance at all times while representing company
- Knowledge of Geographic area
- HS Diploma or GED

## Essential Functions:

- Loading and unloading product from trucks and safe handling product delivered directly to customers efficiently, effectively, and safely

- Conducts physical inspection of product to identify damaged merchandise
- Efficiently install and reconfigure panel systems at client facilities
- Perform routine service calls and product exchanges
- Clean and touch-up furniture to maintain its integrity
- Abide by Department of Transportation (DOT) regulations to ensure compliance is met
- Provide excellent customer service and assist in closing sales
- Maintain cleanliness in appearance and abide by company dress code
- Perform other duties as assigned