

**American Business Center, Inc.**  
**Warehouse and Delivery Job Description**

**Job Title:** Warehouse and Delivery  
**Department:** Service  
**Reports To:** Team Leader & Service Manager  
**Employment Status:** Full time-40 hrs. per week, hourly wage.

**SUMMARY**

The primary function of this position includes delivery of equipment, supplies, parts, customer training and implementation to customers' network. Also ensures accuracy of paperwork for deliveries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as needed.

1. Delivery of Customer Equipment, Supplies, Parts and be able to carry on a responsible conversation with clients and interpret their needs.
2. Satisfactorily complete assigned technical courses as needed.
3. Meet standards of performance appraisal.
4. Attend and participate in required meetings.
5. Safeguard all company property in personal custody.
6. Maintain appearance and conduct to project a professional image to the client.
7. Assist sales personnel as required.
8. Inventory receiving, moving pallets and containers with pallet jack/forklift, uncrating, lifting, utilizing stair climber set-up, and transportation of equipment.
9. Maintain proficiency level.
10. Perform other duties as assigned by the Team Leader and/or Service Manager.
11. Maintain conduct that sets a good example for other employees.
12. Maintain and update car and warehouse-stock inventory to support assigned client base.
13. Send in the completed daily delivery and pick up paperwork.
14. Keep in constant communication with the Service Mgr. and Dispatch
15. Maintain all technical literature.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS, DRIVERS RECORD BOOK**

Current driver's license. Access to vehicle for job travel between company branches and clientsites. Valid certificate of insurance with the minimum liability requirements set forth by the States of Ohio and Pennsylvania. Be able to take and pass DOT physical and Maintain Drivers Time Record Book. Maintain and acquire further training and certification as needed.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to drive car safely in most weather.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to vibration. The noise level in the work environment is usually moderate. Work environment varies with placement of machines. Work is generally indoors, except for time in vehicle and walking from vehicle to buildings. Job requires use of solvents.

### **Benefits Package:**

- Starting hourly based wage can be commensurate with industry experience and certifications.
- Work shirts provided at no cost
- Health care package, 401K, and paid time off.