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# Example of Courier Job Description

Our company is growing rapidly and is looking to fill the role of courier. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for courier

* May ensure the courier vehicle is serviced on a regular basis
* Deliver materials, pick up supplies and mail, and distribute to appropriate destinations
* Complete related paperwork such as pickup and delivery logs and mileage reports
* Run errands for the clinic as requested
* Carry paging device and communicates frequently with supervisor
* Load and unload terminals and supplies for distribution
* Complete necessary paperwork associated with transfers from warehouse
* Unloads deliveries of supplies from various vendors
* Verifies delivery receipts as needed for incoming/outgoing deliveries
* Performs minor preventative maintenance on forklift and transport vehicles

## Qualifications for courier

* The ability to lift moderately heavy objects (i.e., mail trays, bags, or containers) up to fifty pounds (50 lbs.)
* Able to walk, lift, reach, stoop, stand, grasp, balance, climb, kneel and crouch
* Exposed to various environmental conditions by driving or walking to/from car and buildings, including traffic congestion and construction, heat humidity, rain, and snow/ice
* Performs housekeeping duties in warehouse
* Performs general maintenance duties as required
* 75% travel between local IGT sites, 75+% operating machinery/ vehicle