



# Example of Delivery Helper Job Description

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Our company is growing rapidly and is looking to fill the role of delivery helper. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for delivery helper

- Verifies that each load matches to what is on the invoice and truck
- Reconciles any discrepancies with dispatcher
- Navigates routes to the job site
- Reviews directions, address, and time expected with leadman
- Notifies dispatcher if expected arrival time will not be met
- Prepares the job sites to be stocked by setting up ramps at the end of truck
- Prepares window for booming by placing carpet over window frame
- Places wood block behind first sheet against window frame, door frames, plumbing, or
- Assist Delivery Driver on assigned route, delivering and merchandising Company's products in a safe, timely and professional manner
- Ride with Drivers or follow daily schedule as outlined by manager

## Qualifications for delivery helper

- Beverage or food route experience preferred
- Previous merchandising or grocery experience preferred, but not required
- Willing to obtain CDL Class A license
- Ability to work independently, manage multiple tasks and meet deadlines
- 3 months experience in consumer electronics and/or appliance delivery, integration, network and/or repair
- Able to lift and maneuver heavy equipment to various locations to include apartment buildings