



Example of Parts Delivery Driver Job Description

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Our growing company is searching for experienced candidates for the position of parts delivery driver. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for parts delivery driver

- Promote sales of parts at all times and assist in Parts promotions
- Awareness of any shortfalls on delivery and remedial actions proposed
- Assist in the pick and load of customer orders for delivery
- Deliver parts to customers within the geographical area on a timely basis
- Assist when necessary in the identification of customers' parts using Current Parts Computerised system
- Participate as appropriate with stock control of parts received and issued along with shelf/storage maintenance
- Maintain high levels of counter image
- Stock check and control customers stock where necessary and submit results to Accounts Department
- Participation with the Perpetual Stock Check within the Parts Department ensuring all parts are counted at least twice per year and depending on frequency of turnover prepare a report for the Parts Manager regarding any stock adjustments necessary
- Maintain good housekeeping within the Parts Department

Qualifications for parts delivery driver

- Good communication and strong customer service skills
- We are an Equal Opportunity Employer and offer a competitive benefits package including Medical, Vision, Dental, Life and Disability Insurance, Educational Tuition Reimbursement Program and a 401k

- A Forklift license, Air Brake training and Fall Arrest training is preferred
- Essential functions of this position include prolonged travel with driving up to approximately 8 hours per day, rotating shifts, carrying and lifting tools and parts weighting up to 50 lbs., and bending, squatting, walking, standing and/or sitting for prolonged periods of time
- Clean driving record, Class A and ability to read maps and find locations