



Example of Parts Delivery Driver Job Description

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Our innovative and growing company is hiring for a parts delivery driver. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for parts delivery driver

- Keep an accurate log of daily deliveries and pick-ups
- Unloads truck each night
- Conduct deliveries in a safe and timely manner
- Position responsible for managing the logistics customer service function, including track/trace, pickup/delivery, crisis resolution, stocking, inventory management, in-full and error-free outbound deliveries
- Responsible for understanding issues/problems, identify root causes, proactively address concerns and drive solutions
- Sets up and maintains equipment
- Will be delivering parts to various locations along with pick up parts that are being returned
- Will be loading and unloading parts into company vehicle per your purchase orders for deliveries
- Assist with other duties at the store as needed
- Provides WOW! Customer Service

Qualifications for parts delivery driver

- Previous parts or delivery experience preferred
- Valid CDL preferred *Not required
- Strength to lift 60 lbs
- Assist all customers and associates in a friendly, professional, and efficient

- Check with the Parts Manager, wholesale representative, inventory control administrator, parts counter people, or shipping and receiving clerk before leaving to coordinate any last minute pick-ups or deliveries
- Pick up and deliver parts and equipment to customers, satellite stores, wholesale accounts, and/or vendors