



CLASS A DRIVER, HOUSTON

Summary

This is a full-time position. The right candidate must be available to work weekends and holidays as needed and will be cross trained in all function of the IAH facility. All Houston drivers share all operational duties from dock work to office paper work. All Houston drivers are responsible for loading and unloading their own trucks by hand, no forklifts are to be used, all driver are also required to work the dock and cover all dock responsibilities including manifest verification, freight stacking, palletizing of all cartons and all process under palletizing of freight.

Responsibilities

- Responsible for determining the condition of vehicle by inspecting vehicle before and after use; logging inspection form and reporting requirements and to adhere to the current CSA requirements and company standards.
- Ensures integrity of the operation of equipment by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting problems, calling for repairs, maintaining equipment supplies and evaluating new equipment and techniques.
- Maintains safe vehicle conditions and protects loads by complying with company policy and DOT and state highway rules and regulations.
- Strong communications skills. Ability to understand bills of lading, receiving documents and any other documents relevant to shipping and receiving.
- Prepare required paperwork for shipping/receiving client's product to/from outside vendors, customers and other locations
- Perform data entry to record material transactions and maintenance of paperwork
- Ensure proper labeling of inventory

Qualifications & Skills

- Class A driver's license
- Clean MVR
- Current medical card
- 2 years driving experience as a commercial driver, preferred.
- Customer service oriented
- High school diploma/GED
- Available to work flexible hours and on weekends when necessary
- Material handler experience required
- Must be able to lift at least 75 pounds; beyond 75 pounds with the proper equipment and/or assistance of others
- Must be able to use a pallet jack, hand truck, palletize boxes and shrink-wrap pallets.
- Utilize Forklift and Pallet jack
- Will be responsible for loading and unloading the trailer.