



CLASS A DRIVER, SAN FRANCISCO

Summary

D. W. Morgan is currently looking for a Class A driver for the SFO facility. This is a full-time position. The shift will start in the afternoon at 1:00 p.m. The right candidate must be available to work weekends and holidays as needed and will be cross trained in all function of the SFO facility.

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
- 3 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
- Must have knowledge of Microsoft applications including Word, Excel and Outlook

Please email your resume to jobs@dwmorgan.com, or submit by fax, *attention to Human Resources* - 925.251.0250. For more information regarding our company, please visit our website - www.dwmorgan.com.