



## *RPS Associates of New England Inc*

### **Delivery Driver / Assembler**

*We are looking for an individual that is self-motivated and very responsible. This position requires excellent customer service and time management skills. As a driver, you will be responsible for prompt delivery of products and representing our company in a professional manner.*

#### Responsibilities and Duties:

Paint parts prior to shipping  
Assemble parts using blueprints  
Basic knowledge of tools  
Deliver a wide variety of items to different addresses and through different routes  
Follow routes and time schedule  
Load, unload, prepare, inspect and operate a delivery vehicle  
Provide exceptional customer service and communicate any feedback to Supervisor  
Adhere to company policies and procedures  
Complete all paperwork and hand into office daily

#### Qualifications and Skills:

Ability to operate company vehicle (box truck) in a variety of weather and traffic conditions  
Proven working experience as a Delivery Driver  
Valid driver's license  
Ability to operate a forklift  
Excellent organizational and time management skills  
Good driving record with no traffic violations  
Must be self motivated and eager to learn  
Experience working in a production shop is preferred  
Knowledge of the Metric System is preferred

#### Education:

High School diploma or equivalent (Preferred)

#### Experience:

Customer Service: 1 year (Preferred)

#### License/Certification:

Driver's License (Required)

**“Innovative solutions for tomorrow’s problems”**