



**Delivery Person / Inventory Pick-up
Office Supplies and Furniture
Permanent, Full-Time
Peterborough, Ontario**
(File Reference: DP-2017)

On behalf of our Client, a leading Office Supply and Furniture Distributor, we are pleased to be conducting a search for a Delivery Person. Our Client, Brant Basics, is well established with over 50 years in business and is known for outstanding customer service. This is a permanent, full-time position which offers group health benefits and requires someone with the ability to work flexible hours, including every other Saturday.

Job Summary:

To ensure friendly, courteous and prompt deliveries to customers locations. To pick up & inspect inventory from various suppliers in the GTA and deliver, unload and inventory to Brant.

Skills/Knowledge/Experience required performing the job:

- Grade 12, post secondary or minimum of one year work experience
- Valid driver's license, clean driving abstract
- Basic mechanical and carpentry aptitude.
- Good knowledge of layout of city of Peterborough, surrounding towns & GTA
- Multi task with the ability to prioritize
- Excellent customer service skills and professional etiquette
- Excellent verbal and written communication skills and the ability to deal effectively and be courteous to others, liaison with customers and suppliers.
- Work as a courteous team player, friendly and outgoing
- Knowledge of safe and proper loading and securing procedures
- Ability to plan delivery routes to minimize fuel consumption
- Organizational skills and detailed oriented
- Bondable

Mental Effort required performing the job:

- -Requires concentration and attentiveness
- -Requires packing slip & invoice checking and delivery route planning

- -Listening and mental attentiveness in dealing with customers concerns & driving
- -Mental attentiveness in preparing daily vehicle inspection reports

Physical Effort required performing the job:

- Activities are high intensity in walking, pushing and pulling.
- Lifting up to 75 Lbs.

Responsibilities associated with performing the job:

- Primary focus is the delivery (Peterborough & area) and pick up (Toronto & area) of office products and furniture
- Loading and unloading of office products and furniture to and from vehicles with the utmost safety in mind.
- Inspect vehicle daily before commencing deliveries and complete daily vehicle inspection report
- Maintain maintenance record & driver's log system for ongoing compliance with MTO guidelines and CVOR requirements
- Review all vehicle fleet maintenance records & driver's log paperwork to identify required vehicle repairs
- -Perform in-house small vehicle repairs and monthly maintenance on all Brant vehicles.
 - Track vehicle fleet service requirements & schedule service/maintenance of vehicle fleet as required for CVOR
- -Ensure vehicle fleet has appropriate safety equipment
- -Maintain proper inventory of parts and necessary fluids for vehicle fleet
- -Provide back up and input to Delivery and Installation Manager
- All major vehicle deficiencies should be reported to Delivery and Installation Manager or an owner
- Plan delivery routes to minimize fuel consumption and delivery time.
- Providing excellent customer service in person
- Problem solve as required when unforeseen obstacles or product deficiencies occur in order to maximize completeness of installations.
- Return all invoice copies, as signed by customer, with notation of any unsolvable deficiencies.
- Safely operate large vehicles in a variety of weather conditions
- Keep vehicle clean and maintain tools properly
- All other duties as required

- Wear the Brant uniform daily
- Performing the job with concern for health and safety at all times

Working Conditions while performing the job:

- -Works in and out of climate controlled vehicle and warehouse
- -Works in medium noise levels due to volume of vehicle traffic and pitch of voices dealing with customers.
- -Works with frequent interruptions
- -Frequent exposure to disagreeable elements

Training required for performing the job:

- Steelcase Pathways privacy wall installation training
- WHMIS training
- Lift truck certification, as required.

For further position details and consideration, highly qualified Candidates are invited to submit their resume information in confidence to (please quote the File Reference number above):

Recruiting Associate

SHRP Limited | www.savinohrp.ca

hr@savinohrp.ca

All Applications treated confidentially. While we appreciate all applications, we can only contact those individuals selected for interview.

We are committed to providing accommodation for persons with disabilities.

Accommodation will be provided as part of our hiring process (if accommodation is required, Applicants are requested to make their needs known in advance).