****

**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Warehouse Driver -Non-Exempt**

**Reports to: Branch Operations Manager or Warehouse Manager**

**Job Summary:**

The warehouse driver position is responsible for pulling orders, loading and unloading vehicles, putting stock on the shelf, delivering orders to the customer and providing excellent customer service. Other duties may be assigned as needed.

**Job Functions:**

* Pulls orders, loads and secures all orders for delivery to customer.
* Provides timely delivery while adhering to all safety practices.
* Assists in the maintenance and restocking of the warehouse.
* Unloads shipments, checks them in according to procedures and stocks the items as needed.
* Gathers all components of order from stock and assures they are appropriately deducted from inventory.
* Performs other duties as requested by branch operations manager or warehouse manager.

**Skills Needed:**

* Effective verbal and written communication skills.
* Able to perform basic math functions (addition, subtraction, multiplication and division).
* Ability to operate a forklift (certification preferred)
* Capable of operating and understanding a navigation (mapping) system to assure most efficient route is taken.
* Must have a clean driving record – no unpaid tickets, moving violations within the past year or any DUI occurrence.

**Education Required:**

* High school diploma or GED
* Basic computer skills

**Other:**

* Must have Transportation Worker Identification Credential (TWIC) Card or similar documentation.
* May be given instructions from inside or outside sales personnel regarding delivery specifics.
* Must be able to stand for prolonged periods (>1 hour) without sitting.
* Must be able to lift products up to 70 lbs. without assistance.
* Available during normal working hours of 7:30 am – 4:30 pm.
* Able to work extended hours as needed.

**EEO Statement:**

PTDA Bearings & Power Transmission, Inc. provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.