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naturally.

## Big Country Raw Job Posting

**Title:** Delivery Driver

**Location:** Calgary, Alberta

**Employment Status:** Full-Time

**Estimated Start Date:** 1<sup>st</sup> Week of August

### Overall Accountability

The Driver is responsible for establishing and maintaining good relations with customers by providing courteous, efficient, and professional delivery service in a safe and timely manner. Their primary goal is to work efficiently and effectively, while ensuring that they adhere to all health and safety policies and procedures.

### Key Responsibilities

#### Deliveries

- Deliver orders to stores while safely driving and operating a company double axel box truck.
- Check invoices to ensure products being delivered are correct.
- Ensure that products are delivered in a new and presentable condition.
- Ensure quality control measures have been adhered to prior to shipment (stacked properly, safe for transport, no ripped boxes, etc.)
- Provide exceptional customer service by following customer's delivery instructions.
- Dress Code: Must wear BCR branded apparel that is clean and in good repair.
- Person Hygiene: appearance must be clean and professional.
- Abide by all traffic / highway rules and regulations.

#### Truck / Vehicle

- Perform daily circle checks (pre and post-delivery) ensuring the vehicle meets all D.O.T and Company safety requirements.
- Able to fix any small issues with the vehicle on-site or report larger concerns to the Warehouse manager so that mechanical repair can be scheduled.
- Ensure the truck has the necessary items to assist with delivery, such as: Dolly, Thermal Cooler bags, Return Forms, BCR Pamphlets, Product Code List, "ON DELIVERY" sign.

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## Other

- May be required to assist in the manual loading of delivery trucks.
- Able to perform work in varying temperature and environments. I.e; Heat in the summer and extreme cold in the winter.
- Communicate with Warehouse Manager and Order Fulfillment team member regarding daily orders and deliveries.
- Keep delivery truck clean and organized.
- Report any truck damage to the Warehouse Manager.
- Report product damage or shortages to the Warehouse Manager.
- Ensure a safe and healthy work environment by abiding by the companies Health and Safety program, reporting any workplace health & safety concerns to the Warehouse Manager.
- Perform any other duties as assigned by the Warehouse Manager.

## Reporting Relationships

Reports to: Warehouse Manager

Direct Reports: None

## Qualifications & Experience

- Minimum 2 – 5 years' delivery driving experience.
- General Warehouse / order picking / packing experience is an asset.
- Valid Class 3 license.
- Acceptable Drivers Abstract
- Air brake qualification.
- Ability to lift from 30 to 50 lbs.
- A valid forklift license is an asset.

## Competencies

- Self-Motivated
- Customer Service Oriented
- Able to work in a fast-paced environment
- Flexible / Agile
- Team Oriented

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- Strong Communication skills

We offer competitive wages a comprehensive benefit plan and the opportunity to work with great people! If you are someone who is enthusiastic, customer service orientated and enjoys a fast-paced environment (which makes the day fly by!) then this job is for you! Flexibility is required as this is a small team and there are a variety of duties to be completed in a day.

**HOW TO APPLY:**

Please submit your resume via the Indeed Job site for Canada. Applications must be submitted prior to June 26, 2020.

We are conducting an internal and external search simultaneously. We wish to thank all applicants for their interest however only those applicants selected for an interview will be contacted.

Big Country Raw is committed to meeting the needs of persons with temporary and/or permanent disabilities in a way that allows them to maintain their dignity and independence. We are happy to discuss any need for accommodation in the workplace and will make an effort to meet those needs in a timely manner by preventing and removing barriers to accessibility in the areas of information, communications and employment.

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