



1800 Fruit Street Algonac, MI 48001

[eckhartusa.com](http://eckhartusa.com) Phone: 810 794 4929

## Parts Delivery Driver

**Department:** Manufacturing  
**Reports To:** Process Manager  
**FLSA Status:** Non-Exempt  
**Updated:** 04.04.18

Working at Eckhart is an opportunity to directly impact the future of American manufacturing. We are an Industry 4.0 leader committed to developing advanced manufacturing solutions that enhance the quality of life. Our AUTOCRAFT™ autonomous guided vehicles and FLEXCHECK™ collaborative robotic error-proofing systems lead the market in reliability and dependability. Our suite of solutions includes AGVs, collaborative & traditional robotics, 3D printing, conveyance & automation, highly engineered weld fixtures, lift-assist & ergonomic tooling, and mechanical & electrical engineering services. Our solutions improve employee safety, product quality, and productivity at the largest companies in the world.

Eckhart invests in people because we believe it is our people who differentiate our solutions and our company from our competitors. For over 40 years our company has committed dedicated creative minds to conceptualize and design custom manufacturing solutions for industry. Our customers span medical devices, food, consumer packaged goods, aerospace, automotive, industrial machinery, commercial construction, household appliances, and farm machinery & heavy trucks. We thrive solving our customers' most difficult problems and find satisfaction when customers receive safe and efficient turn-key solutions that enhance their quality of life.

### Description

The Parts Delivery Driver is responsible for ensuring timely delivery of goods to predetermined customers on specific routes, reviewing orders prior to delivery, loading and unloading trucks and providing exceptional customer service to our client base. Employee will also be responsible for building maintenance, general laborer tasks, and other tasks assigned by management. Training will be provided on company processes and procedures to understand the delivery schedule of Eckhart.

### Essential Duties and Responsibilities

- Assist in loading and unloading vehicle with items to be delivered.
- Ensure that items are properly stacked and secured inside the delivery vehicle.
- Take delivery instructions from supervisors.
- Chart out appropriate route for delivery on the map or GPS.
- Maintain proper knowledge of loaded items.
- Ensure that appropriate and complete documentation is available at the time of loading.
- Assist in loading/unloading items off the vehicle in a safe manner.
- Ensure that delivery receipts are signed.
- Fill in pertinent information such as mileage and delivery time in company provided log books.
- Check vehicle for possible wear and tear.
- Inform management of general and preventative maintenance measures needed on vehicles.
- Ensure that the delivery schedule is followed.
- Inform management of invoice discrepancies by discussing customer problems and complaints.

# ECKHART

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## **Qualifications'**

To perform this job successfully, an individual must be professional, proactive and positive, with internal and external customers and coworkers. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

High School diploma or GED equivalent. Minimum 2 years' experience in parts delivery driving. Valid Michigan Chauffeur or CDL license.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to perform light physical activity. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and depth perception.

## **Technical Skills**

- Clean driving record. MVR will be ran.
- Valid Michigan Chauffeur or CDL License.
- DOT Physical and drug screen required.
- Working knowledge of personal computer, keyboard, and various software programs.
- Working knowledge of manufacturing processes.

## **OTHER SKILLS AND ABILITIES**

- Strong interpersonal skills.
- Good verbal and written skills.
- Proven organizational skills.
- Ability to prioritize and work with limited supervision.
- Good presentation skills.
- Ability to maintain confidentiality.
- Ability to work well under pressure and to remain flexible to changing schedules and demands.