



Delivery Associate Job Description

Company Overview

Woodard & Ellis Co., LLC is a women/veteran owned delivery service provider (DSP) with a company that is changing how logistics are executed. We provide delivery services for Amazon Logistics. Woodard & Ellis Co. provides non-stop outstanding customer service 7 days a week and 361 days for the calendar year. Our team members are a vital part of our partner's customer service experience. We are searching for team members who place customers first by creating an enjoyable delivery experience. Our team understands first impressions and reflect this in our professional appearances and everyday positive demeanor. If you align with these attributes and are up for a challenge, we would like you to become a member of our team.

Job Responsibilities

A Delivery Associate (DA) ensures that products are delivered on time and in the proper condition. A DA packs and loads products onto vans before delivering orders to customers on predetermined routes. Except in the case of extenuating circumstances, a DA will always adhere exactly to the route and deliver each order on time and with a high level of professionalism.

Tasks

- Driving an oversized delivery van on highways, local streets, and neighbors
- Providing delivery services to houses, mobile parks, apartments, businesses, and lockers
- Must follow ALL traffic laws, while operating the delivery van and other safety precautions
- The ability to walk and carry packages up multiple flights of stairs each day
- Will need to use GPS to navigate delivery destinations
- Managing up to 250+ delivery stops each day
- Will need to complete all deliveries within a given time frame (goal) each day
- Loading and Unloads packages into a Delivery Van
- Using android technology and delivery applications during their delivery activities
- Safely lift, carry, and deliver packages up to 50lbs
- Effectively communicate with customers and administrative staff
- Will assist other drivers in delivering packages on some evenings
- Must refuel delivery van at the end of each working shift
- Must clean and provide daily upkeep of delivery vans

Qualifications

- Must be at least 21yrs of age
- Must have a valid and clean driving record (subject to a 3-5 year review)
- Will need to maintain a clean driving record
- Must consent to drug screening and 7 year background check
- DAs must be able to work at least 10.5 hours each day and be available on weekends
- Work will begin at 8:30am and will end after the last delivery (typically 10.5 hours)
- 1 year of delivery experience is preferred but not required
- Must attend ALL training sessions
- Positive demeanor and bright SMILE are necessary

Post Office 902, Wake Forest, NC 27588 / (803) 874-3412



Benefits

- Starting pay is \$15 per hour
- Both Full-time (FT) and Part-time (PT) positions available
- FT positions work up to at least 4 days per week; PT positions work up to at least 2 days per week
- Weekly and monthly bonus opportunities
- Healthcare, Vision, and Dental Insurance available after 30 days
- Paid Time Off (PTO) earn 15 minutes of PTO for every hour worked, up to 120 hours per year
- 30 Minute Meal breaks and two – 15 Minute breaks provided for each work shift

To apply click link below

<https://www.fountain.com/amazon-delivery-service-partner/apply/drt9-wdel-amazon-delivery-associate>

WoodardnEllis website <https://woodardnellis.com/>

I have read and reviewed the job description for this position. I attest that I can perform these responsibilities and requirements without any exceptions.

Print Name

Signature

Date

Resumes can be sent to

Recruitment@WoodardNEllis.com

Woodard & Ellis is an equal opportunity employer who provides for a fair and equal employment opportunity for all associates and job applicants regardless of race, color, religious creed, national origin, ancestry, age, gender, pregnancy, sexual orientation, gender identity, age, marital status, familial status, disability or genetic information, in compliance with applicable federal, state and local law.