

Job Title: Driver, Team Member
Department: Operations
Reports to: Driver Team Lead (DTL)

Position summary: Responsible for transporting, organizing, loading, and unloading inventory at hospitals and headquarters warehouse. Maintaining safe and reliable company van. Maintain quality logs relating to instrumentation and inventory. Work as a team player and be able to take direction for discretionary tasks.

Qualifications required:

- High school diploma
- Valid Driver's license with good driving record

Qualifications desired:

- Associate's degree or equivalent
- One year of industry experience

Essential functions and responsibilities:

- Transport inventory for cases
- Organize inventory at hospital locations
- Load, unload, stack containers, materials, and products
- Maintain a safe company van (fuel, oil and sanitary)
- Maintain accountability of inventory on Proof of Delivery Record
- Responsible for accurately maintaining a Receiving Log and Instrument Log at company receiving dock
- Required to wear Personal Protective Equipment at all times when handling inventory

Nonessential functions:

- Maintain cleanliness of company's receiving, shipping, and loading dock areas
- Collect boxes and dispose of them with other trash
- Maintain well organized shipping parking lot and realign to layout
- Responsible for organization of off-loading and staging of receiving area
- Maintain organization of inventory tubs outside caged area

Success factors/job competencies:

- Job Knowledge – very well informed, seldom requires assistance or instruction
- Work Output – very few errors and mistakes, quantity is above average
- Reliability – persists in spite of difficulties
- Judgment – thinking is mature and sound
- Initiative and Creativity – a self-starter; proceeds on own with little or no direction; progressive; makes suggestions for improvement
- Cooperation – goes out of way to cooperate and get along
- Attendance – very prompt and regular in attendance; preplanned absences
- Professionalism with Customer and Client Focus
- Communication - Ability to maintain professionalism in written and oral communication (free of grammatical and spelling errors)
- Time Management - ability to plan and complete projects in a timely fashion, meeting deadlines

Physical demands and work environment:

- Occasional overnight travel
- Moderate to heavy physical activity– lifting of at least 50 pounds, daily driving for long periods of time, frequently standing/walking to operate various office equipment

Please send resume and cover letter to jobs@crosslinklifesciences.com.