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# The Lumber Barn



- Large enough to meet your needs, small enough to care

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## Delivery Driver

We are a local lumber company currently seeking a Delivery Driver. The applicant will assemble and deliver loads, drive various full-size trucks delivering material loads of decking, cabinets, windows, framing and other building materials to contractors/homeowners out of Bradford, NH, and surrounding areas. As a growing lumberyard, we are looking for an ambitious, energetic individual to fill a full-time position with benefits needed in the lumberyard. We are looking for someone who wants a career in the lumber business as we prioritize promoting from within as a company. All applicants must have valid driver's license. Most important traits are attitude and reliability. Previous forklift experience is a plus. This position reports into the Contractor Sales & Delivery Manager.

### Job Responsibilities:

- Load deliveries/unloading returns on the trailer
- Drop materials off on job sites
- Coordinate with dispatch and yard team members on loads
- Build material loads as needed
- Match material on paperwork to physical built loads
- Verify order details and obtain customer signature on store copy of delivery ticket
- Follow directions or uses a map to locate delivery addresses or locations efficiently
- Record all pertinent delivery information as needed for accurate tracking
- Collect and organize required paperwork for delivery and transfer activity
- Treat all customers and their agents with courtesy and respect.
- Function as a customer service liaison between the site customer and the yard personnel
- Inform store management of any customer complaints or requests in a timely manner
- Listen to and resolve service complaints
- Collect or pick up empty containers, rejected or unsold merchandise from delivery sites as directed
- Load vehicle safely and accurately
- Maintain the cleanliness and appearance of the inside and outside of delivery vehicle.
- Perform routine safety check on vehicles according to company guidelines.
- Assist in yard and warehouse with stocking, loading, and organizing materials
- Assist customers in the yard with selecting and loading material and product questions when not driving a delivery truck

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- Follow Standard Operating Procedures while fulfilling the responsibilities of position
  - Comply with all company safety standards
  - Attend all store meetings and training sessions.

Working hours are Monday through Friday from 7 AM to 5 PM on-site. You may be asked to be available periodically on a Saturday. Because our customers are the heart of our business. This position is eligible for benefits such as medical, dental, vision, disability, 401(k) with a company match and paid vacation time and holidays.

Qualifications / Skills:

- Reliable transportation
- Random drug screen
- Valid driver's license / clean driving record
- Organizational / time management skills
- Ability to work / drive in all weather conditions

Education, Experience, and Licensing Requirements:

- Experience in working within a retail environment is a plus
- CDL license is preferred

If you are interested in applying to this job posting, please send your resume to [jenny@lumberbarn.com](mailto:jenny@lumberbarn.com).