

Job Title: Delivery Driver
Part Time: 7:00 a.m. - 12:00 p.m.
Salary: \$8-\$14 Hourly (DOE)

As a delivery driver, you will be responsible for sorting and loading/unloading shipments at various companies and customer locations. You will have the opportunity to become an expert on our distribution locations and will be working hand-in-hand with our Sales, and Marketing teams to resolve customer service and delivery issues for our clients. You will also have the opportunity to manage projects to help take our business to the next level. Part time may increase to full time, depending on work load and employee ability to take initiative. Our team values dependability, commitment, and teamwork.

Responsibilities:

- Multi-stop, local pick up and deliveries
- Assist in maintaining company vehicles
- Direct interaction with customers, you will be key in maintaining customer loyalty
- Familiarization with navigating City of Houston streets

Minimum Requirements:

- High School Diploma with Excellent written & verbal communication skills
- Personal transportation and valid driver's license
- Ability to lift and maneuver a wide range of products repeatedly throughout the day varying in size up to 50 lbs.
- Ability to work in all weather conditions
- Knowledge of safe lifting techniques to load and unload cargo, including heavy and bulky freight
- Ability to perform work in a timely manner to meet service schedules and customer commitments
- Ability to work independently and quickly absorb complex problems to effectively communicate solutions
- Able to demonstrate courtesy, tact, diplomacy, good judgment and professional conduct when communicating in person, by telephone or via email
- Enthusiastic attitude and strong work ethic with Excellent attendance with Solid work history
- Able to pass a criminal background check and reference checks

Preferred: Not required

Today's Service Standard:

Established in 2003, Today's Business Solutions formed a unique partnership with OfficeMax. Today's is a minority owned independent office supplier headquartered in Houston, Texas. Our sales and service excellence is built around a professional staff of efficient and knowledgeable individuals who are ready to assist our customers with all their office needs. We offer a comprehensive benefits package including medical insurance, vacation days, personal time, scholarship programs and more... We hope to add you to our team!

Email resume to info@tbstx.com or fax to 713-861-8638

Today's is an equal opportunity employer and promotes a drug free environment.
Applicants must be eligible to work in the United States.

