

# VAN MILLWORK

I N T E R I O R S P E C I A L I S T S

## Shipping Driver Supervisor

### Job Summary

Supervise all Delivery Staff and assist all Shop Supervisors to ensure the timely and accurate delivery of orders by checking, staging, and coordinating all loading of products. Plans, directs, and coordinates Driver's activities in accordance with organizational policies and applicable government laws or regulations. As a supervisor, maintains a positive company attitude within the workplace.

### General Responsibilities

- Confirm drivers and trucks are ready for the day's deliveries.
- Prepare previous days shipments for invoicing to be submitted by 7:00 AM. Ensure all paperwork is accurate and clearly marked with any adjustments and or back orders.
- Assist in the hiring, disciplinary and annual reviews of drivers.
- Ensure and enforce all company policies and procedures.
- Ensure all driver, trucking, shipping, and delivery issues are reported to appropriate managers.
- Acts as back-up driver when necessary.

### Job Qualifications

- Education: High school diploma or equivalent
- Experience: 2-3 years of experience as a delivery driver
- Valid Forklift Certification
- Valid Driver's License
- Valid DOT Health Card

### Skills

- Service orientation
- Critical thinking
- Judgment and decision making
- Time Management
- Problem solving
- Able to lift 100+ Lbs.

### Other

First Shift

Monday – Friday 6:00a.m.-3:00p.m.

Hourly/Non-Exempt