

**Title:** Distribution Specialist/ Driver

**Department:** Shredding

**Location:** 780 Montgomery St., Jersey City, NJ 07306

**Basic Functions:** Drives various company vehicles and performs day to day operations to facilitate receipt, shipment and delivery of supplies, materials and finished goods to workers and business. Maintains inventory of containers and distributes containers to work areas as requested.

**Logistics & Distribution Components:**

- Helps to maintain the overall condition and maintenance of the work areas
- Distributes containers to work areas as needed and requested
- Receives and verifies the quantity and content of incoming materials with shipment tickets
- Verifies container inventory prior to shipment
- Loads and unloads materials from vehicles, in a safe and efficient manner
- Performs all other duties as assigned to maintain a smooth-running operation
- Ensures that all safety requirements are met
- Performs all other duties to facilitate the efficiency of the agency
- Complete incoming and outgoing inventory lists.
- Directs and supervises a team of workers as needed

**Employee Qualifications:**

- *Must be vaccinated for COVID-19*
- *High School Diploma with two years' work experience in shipping, receiving, and warehousing*
- *Valid driver's license and an excellent driving record.*

**Driving Components:**

- Operate up to a 24-foot box truck
- Operate a forklift
- Deliver goods to customers and other HCE sites, performing any combination of the following duties: Loading and unloading truck at beginning and end of each trip. Carrying merchandise from truck to site.
- Transport boxes less than 50 pounds between work sites (at times may be required to lift over 50 pounds).
- Complete Daily Inspection and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition
- Maintain records, such as vehicle logs, records of cargo, or billing statements, in accordance with regulations
- Obey traffic laws and follows established traffic and transportation procedures.
- Read maps and follow written or verbal geographic directions.
- Determine level of consumer's vocational potential in the warehousing area
- Direct consumers in loading and unloading materials from vehicles, in a safe and efficient manner
- Meet with counselor to exchange information on consumer's progress
- Perform all other duties as assigned to maintain a smooth-running operation

**Position is Full- Time 401k, Medical, Dental, Vision**

**TO APPLY: Contact Christine Remler (201) 434-3303 ext. 200 Email: [cremler@hce.works](mailto:cremler@hce.works)**

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