



JOB POSTING

Mobile Supervisor

Title: Mobile Supervisor

Department: Document Destruction Services

Location: North and Central NJ Area

Basic Functions:

Performs day to day operations to facilitate completion of document destruction services for customers. Drives to customer site, supervises client/helpers, oversees operation of shredding machine, and completes required paperwork to process transactions.

Essential Functions:

The following functions of the job include, but are not limited to:

- Drives shredding truck to and from customer sites
- Performs customer services as needed
- Supervises the pick-up and destruction of papers
- Receives and verifies the quantity of papers needing shredding
- Supervises receipt of paper for shredding at business site
- Trains and supervises individuals with disabilities in all aspects of the document destruction process (when applicable)
- Ensures that all machinery is operational
- Stores materials and supplies in a convenient, accessible and orderly manner
- Directs assistants in loading and unloading materials from vehicles, in a safe and efficient manner
- Drives shredding truck to paper recycling company for recycling
- Maintains up-to-date records for materials and supplies
- Maintains maintenance of vehicles as instructed
- Instructs assistants on appropriate work habits
- Performs all other duties as assigned to maintain a smooth-running production operation
- Ensures that all safety requirements are met
- Performs all other duties to facilitate the efficiency of the agency
- Attends staff meetings

Employee Qualifications:

- A High School graduate with two years' work experience driving trucks. A licensed driver with an excellent driving record.

*To apply, email your resume to cremler@hce.works
Position is Full-time,
Medical, Dental, Vision, Life insurance, 401K, FSA
Shift hours/ days: Monday-Friday 6:00am – 2:00pm (Weekends as needed)*