



**Open Position:  
Shred Truck Driver**

**Title:** Shred Truck Driver

**Department:** Document Destruction and Shredding Services

**Location:** Jersey City, NJ

**BASIC FUNCTIONS:**

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

**ESSENTIAL FUNCTIONS:**

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

- Drives shredding truck to and from customer sites
- Performs customer services as needed
- Supervises the pickup and destruction of papers
- Receives and verifies the quantity of papers needing shredding
- Supervises receipt of paper for shredding at a business site
- Trains and supervises individuals with disabilities in all aspects of the document destruction process
- Ensures that all machinery is operational
- Stores materials and supplies in a convenient, accessible, and orderly manner
- Directs consumers 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 consumers 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

**EMPLOYEE QUALIFICATIONS:**

- High School Diploma with two years' driving
- Experience in shipping, receiving, and warehousing
- Valid driver's license and an excellent driving record (Driving record background check, required)

*To apply, email your resume to [jtavarez@hce.works](mailto:jtavarez@hce.works)  
Position is Full-time, 401K, 401K Match, Medical, Vision, Dental,  
Life Insurance, Flexible Spending Account, Commuter Benefits  
Shift Schedule: Monday - Friday 6AM - 2PM  
Pay Range: \$21 - \$23 per hour*