

Job Title: Delivery Associate

Job Overview: As a Delivery Associate, you will be responsible for ensuring the safe and timely delivery of goods to our customers. This role involves managing inventory, and providing exceptional customer service. You will play a crucial role in our company's reputation for reliable and efficient delivery services.

Responsibilities:

Safe and Timely Delivery:

Operate a delivery vehicle and obey traffic rules and regulations.

Plan and follow optimized routes to ensure on-time deliveries.

Handle packages and goods with care to prevent damage during transportation.

Verify and confirm product quality and quantity with customers upon delivery.

Inventory Management:

Load and unload delivery vehicles with accuracy.

Keep track of inventory to ensure the right products are delivered.

Report any discrepancies or damages to the appropriate department.

Customer Service:

Interact with customers in a professional and courteous manner.

Address customer inquiries, concerns, or complaints promptly and effectively.

Provide information about products or services when required.

Safety Compliance:

Follow all safety procedures and guidelines to ensure the safety of yourself, others, and the goods being transported.

Adhere to all company safety policies and protocols.

Team Collaboration:

Coordinate with warehouse and logistics teams to ensure smooth operations.

Collaborate with coworkers to accomplish daily delivery targets.

Qualifications:

High school diploma or equivalent.

A valid driver's license with a clean driving record.

Ability to work independently and as part of a team.