



Position Title: Warehouse Driver
Reports to: Warehouse Supervisor
Position Status: Full Time
Location: Miami/Medley

Career Description:

As a successful Warehouse Driver, you will be responsible for efficient delivery on a daily basis, effectively managing your route, and providing excellent customer service in & out of the field, while ensuring safety first.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for making certain the daily route and deliveries is efficiently managed on a timely basis in collaboration with Warehouse Supervisor & Parts Team.
- Ensure clear & concise communication with Parts Team with reference to time expectancies of every delivery.
- Effectively pull orders and palletize as requested (when applicable), avoiding errors.
- Ensure collection of parts orders are conducted in an efficient and timely manner on a daily basis, keeping all necessary paperwork in good flow order.
- Responsible for overall flow and maintenance of warehouse inventory, cleanliness, parts organization, receiving & delivery flow, while maintaining a safe, risk-free environment.
- Allot time weekly to organize Warranty work.
- Work closely with Parts & Yard Team, to ensure continuous flow and efforts of orders are matched.
- Ensure the flatbed is clean and properly working daily.

- Ensure the company vehicle (flatbed) is up to date with its maintenance program as well as ensuring that registrations paper work is always up to date inside the vehicle at all times.

REMEMBERING AT ALL TIME: THIS IS A DRUG FREE/SMOKE FREE ENVIRONMENT.

- Daily ensure the work area, flatbed, and warehouse are left in good, clean condition, while also turning off any equipment; securing Warehouse.
- In conjunction with Warehouse Supervisor, ensure that daily log for forklift maintenance is being completed.
- Ensure that proper maintenance for electronic picker is done as needed.
- Collaborate with Yard Operations as needed.
- Assist in other duties as assigned that support the overarching values & goals of RAVA.

EDUCATION AND/OR EXPERIENCE

- Forklift Skills
- Strong organizational skills
- Demonstrated ability to read, write, and speak English (Spanish a plus)
- Excellent interpersonal skills
- Punctual with strong attendance history

COMPUTER SKILLS

Excellent computer skills in MS Word, Excel & data entry

LANGUAGE SKILLS

Bi-lingual excellent written, verbal and interpersonal communication skills.

OTHER

- Strong client/customer service focus.
- Ability to interact well with others and work within a team oriented environment.
- Willing and able to adjust to multiple demands, shifting priorities, and demonstrate flexibility.
- Detailed oriented with strong organizational and prioritization skills.

