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## **Truck Driver & Warehouse Associate (FT, non-exempt) rev. June 2021**

**Organizational Summary:** Global Links is a medical relief and development organization dedicated to supporting health improvement initiatives in resource-poor communities and promoting environmental stewardship in the US healthcare system.

We believe everyone has value and deserves to be included equally. We believe everyone is our neighbor and we are dedicated to helping all people live with dignity, independence, mobility and in good health. Global Links is an equal opportunity employer and actively seeks diverse candidates.

### **Job Summary:**

This position reports to the Warehouse Manager. Responsibilities include: truck driving our 26' box trucks, loading & unloading trucks; inventory preparation/packaging for deliveries. Requires an energetic candidate who excels in a fast-paced environment.

### **Duties and Responsibilities:**

- Drive 26-foot box truck to pick up goods from local and regional locations in accordance with applicable state, local and DOT regulations. Update mileage form per route.
- Provide excellent customer service: Perform pickups working with shipping/receiving departments and product donors. Share Global Links news and needs with clients and donors and maintain a professional manner and appearance.
- Work with other members of warehouse team to provide feedback on pick-ups and work collaboratively to improve our customers' experience
- Check-in newly received inventory according to procedure and assist with inventory storage.
- Load and unload trucks using forklift, pallet jacks, hand trucks and dollies as needed.
- Maintain a neat and orderly workplace including keeping tools and supplies organized, sweeping, keeping work aisles clear and safe.
- Other duties as assigned

### **Required Skills and Abilities:**

- Strong understanding of Global Links mission and programs
- Valid driver's license & truck driving experience for 26' box truck. No CDL required. Must meet insurance underwriting requirements & pass background checks.
- Attention to detail
- Self-motivated and able to work well in a team environment
- Ability to multi-task in a fast paced environment
- Ability to lift & move up to 50 lbs repeatedly
- Ability to lift up to 100 pounds assisted
- Able to read, write and speak English

**Preferred Skills and Abilities:**

- Inventory management or stocking experience
- Computer literate, familiarity with Google apps and/or Salesforce

**Salary:**

\$18.00 p/hour with with a competitive benefits package and generous schedule of paid holidays

**To apply:**

Send resume and cover letter to [info@globalinks.org](mailto:info@globalinks.org) with "Job Application" in subject line.