



**Title: Delivery Drive  
Manager**

**Reports to: Branch**

**Location: Burnaby, BC**

### **Scope of the Position**

Delivery driver staff are responsible for delivering products to customers on a daily basis. They are responsible to drive to and from between the pickup place and the destination delivering goods/products and collecting the payment. Drivers must ensure that they have the correct names and addresses of customers, and stay in contact with dispatchers for additional pickups. It is their duty to ensure the cleanliness and the maintenance of the delivery vehicle and must ensure the safe delivery of the product without any delay or damage. They are also responsible for any other duties assigned to them by management.

### **Major Responsibilities**

- Pick-up and deliver various items and products.
- Load and unload goods from truck.
- Use maps and other trip planning aids.
- Perform pre-trip inspection of vehicle.
- Record trip information such as vehicle mileage, fuel costs and any problems.
- Responsible for carrying out assigned housekeeping tasks.
- Responsible for carrying out any other duties assigned by management.

### **Skills and Qualifications**

- Valid G License
- Clean drivers abstract
- Experience driving a 3 ton/5ton truck/Flatbed
- Responsible and reliable
- Ability to multitask and prioritize
- Excellent time management skills
- Excellent communication skills, both written and verbal
- Excellent organizational skills
- Money handling skills
- Good health and physical strength
- Accuracy in following instructions
- Planning and organizing
- Customer-service orientation
- Professional demeanor

**Application Method: [jobs@robertson-electirc.com](mailto:jobs@robertson-electirc.com) Be sure to mention the Job Title in your subject line.**

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*Please be informed that the position is conditional upon successful completion of a Mandatory Criminal background check. We wish to thank all applicants for their interest but advise that only those selected for an interview will be contacted.*