



JOB OPENING

Rosebud Office Solutions

Seeking Enthusiastic Driven Employee for: *Receiving & Delivery Driver*

Wage is DOE and Education.

JOB SUMMARY:

The Receiving & Delivery Driver will receive, sort and deliver products in a timely and efficient manner.

DUTIES INCLUDE:

- Receiving shipments, checking in merchandise and invoicing customers for products to be delivered.
- Preparing orders for delivery.
- Logistics, Tracking & Returns: Locating items by tracking them via computer, communication with freight companies and following up with customers to keep them informed of expected delivery.
- Planning and scheduling deliveries for special orders, large orders, or furniture builds with customers.
- Maintenance of warehouse area and outside dock. Ensuring facilities are safe and clean.
- Maintaining inventory throughout the month and end of the month inventory count.
- Other duties as assigned.

JOB REQUIREMENTS INCLUDE:

High School Diploma or GED required. Must have a valid driver license. Must be able to lift a minimum of 50 lbs. Must be highly self-motivated and able to work independently. Excellent verbal communication skills.

TO APPLY:

Submit resume along with application online at www.sicangucorp.com/job-openings. Position open until filled. For more information call (605) 856-8407, or email Tamera.Medley@SicanguCorp.com.

