



## JOB DESCRIPTION

Job Title:	<b>Courier</b>
Department:	Engineering Operations
Reports To:	Engineering Operations Manager
FLSA Status:	Non-Exempt
Date Approved:	06/23/2023

### General Summary

Picks up, sorts, and delivers packages, equipment, and other deliverables between company locations and other locations as needed. Ensures compliance with all safety rules and regulations.

### Essential Job Functions

- ◆ Picks up, sorts, and delivers packages, equipment, and other deliverables between company locations and other locations as needed.
- ◆ Ensures compliance with all safety rules and regulations.
- ◆ Maintains clean and safe work area.
- ◆ Performs other duties as assigned.\*

### Knowledge, Skills and Abilities

- ◆ Knowledge of company products and services.
- ◆ Knowledge of company policies and procedures.
- ◆ Knowledge of warehouse coordination and distribution.
- ◆ Skill in operating various office equipment such as personal computer, printer, telephone systems, various software programs and tools, including but not limited to Microsoft Word, Microsoft Excel, and email software.
- ◆ Skill in written and oral communication.
- ◆ Skill in problem solving and resolution.
- ◆ Ability to communicate with co-workers, customers and various business contacts in a professional and courteous manner.
- ◆ Ability to effectively manage time and resources.
- ◆ Ability to make sound decisions using information at hand.
- ◆ Ability to maintain confidentiality.
- ◆ Ability to effectively function as a team player.
- ◆ Ability to work independently and make appropriate decisions.
- ◆ Ability to pay close attention to detail.
- ◆ Ability to organize and prioritize multiple work assignments.
- ◆ Ability to follow oral and written instructions.
- ◆ Ability to obtain and maintain a valid Tennessee driver's license.

- ◆ Ability to present self in a professional manner that would promote the goals and objectives of the company at all times.
- ◆ Ability to cooperate with other employees to maintain pleasant working relationships and improved morale. To exchange ideas, information, and job experience that will benefit the organization and ensure the continued progress of the company.

## Education and Experience

High school diploma or equivalent plus customer service experience. Prior courier experience preferred.

## Physical Requirements

	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to read computer screen, various reports, and drive vehicle.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with customers, vendors, employees, and industry contacts.				X
<b>Standing/Walking:</b> Must be able to move, retrieve, and load/unload packages.			X	
<b>Climbing/Stooping/Kneeling:</b> Must be able to move, retrieve, and load/unload packages.			X	
<b>Lifting/Pulling/Pushing:</b> Must be able to lift up to 75 lbs.			X	
<b>Fingering/Grasping/Feeling:</b> Must be able to write, type, use phone system, various computer equipment, grasp items for delivery, and drive vehicle.			X	

## Working Conditions

*This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.*

Somewhat disagreeable working conditions due to the continuous exposure to one or more of the elements listed above. Exposed to one element continuously or several elements occasionally, but usually not at the same time.