

Job Posting

Part-Time, On-Call Delivery Driver



About Us:

The Ovid Bell Press, Inc., of Fulton, MO, (www.ovidbell.com) is a full-service printing company of short-to-medium run periodicals, magazines, and journals. From digital files, printed page, to binding, labeling, packaging, co-mailing, or shipping; The Ovid Bell Press works hard to guide publications efficiently and successfully from submission to delivery. The OBP has been built on a strong foundation of honesty, integrity and printing excellence. We continue to operate with the same principles this company was founded on as a subsidiary of Walsworth Publishing, Co.

Position Description:

Current opening for a Part-Time Delivery Driver that will work **on-call** as needed. This will be an hourly (non-exempt) position. **Hours and days will vary** (including weekends). The Ovid Bell Press will try to give the driver a 24-hour notice before any scheduled delivery date.

Essential Duties and Responsibilities:

1. Should have the capacity to relate well with associates and clients,
2. The work frequently includes loading and unloading of materials and equipment requiring exertion up to 60 lbs of force occasionally, and/or up to 45 lbs frequently, and/or up to 20 pounds of force constantly to move objects. Any lifting that exceeds 60 pounds must use team lift strategies or powered lifting assistance.
3. A company driver must be able to verify shipping addresses with Bill of Lading (BOL) and confirm with customer delivery date and address, verify if lift gate is needed.
4. Ensure timely pickup and delivery of organization's or customer's product as instructed.
5. Distribute materials and product to areas designated by the customer.
6. Guarantee that products and equipment are protected and secured in order not to tip or come apart.
7. Make eye contact with those in proximity while on fork lift, sound horn when going through doorways, and drive in a cautious manner.
8. Must be able to operate an automatic and manual transmission vehicle.
9. He/she should constantly dress in line with the organization's clothing regulation.
10. He/she must be a safety conscious person and wear reflective safety vest at times when they are outside of the vehicle.

Requirements:

Excellent knowledge of MODOT regulations, be able to operate Electronic Logging Device (ELD), have a valid CDL with air brakes, have a clean driving record, must be able to pass a DOT medical exam, must be of an age that can rent a vehicle and must be able to drive interstate and intrastate. Would be preferential to have working knowledge of postal paperwork.

How to Apply

May fill out application on-site between hours of 8-4, M-F at 1201 Bluff Street, Fulton, MO 65251

OBP is an equal opportunity/disability/veteran employer.