

HEAD OFFICE
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DISTRIBUTION CENTRE
180 Lake Road
Bowmanville, ON L1C 4P8
1-800-267-5598
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DELIVERY DRIVER

Hotch's Auto Parts is a family owned and operated automotive recycling business; serving Hastings and Prince Edward County, Lennox and Addington, the City of Kingston and surrounding areas for 30 years. Hotch's Auto Parts continues to increase operations, recently opening a new facility in Bowmanville, ON, expanding our market base to the GTA; while maintaining operations from our Head Office in Ameliasburgh, ON.

At Hotch's Auto Parts, our quality and service is of utmost precedence, we are a Gold Seal Certified member of the Automotive Recyclers Association and pride ourselves on the quality of our automotive parts and exceptional service to our clients. We are currently seeking an experienced Delivery Driver to join our successful team at our Ameliasburgh location.

Reporting to the Shipping Supervisor, as a Delivery Driver you will be expected to work Monday to Friday from 08h00 to 17h00, delivering automotive parts to customers throughout our service catchment area. You are expected to run a morning and afternoon route and have the flexibility to work overtime when required. You will be expected to safely operate large trucks, and able to safely load and unload whole vehicles, engines, transmissions, and other large automotive parts.

Duties and Responsibilities

- Provide professional, courteous, and efficient service by establishing and maintaining excellent customer relations and service.
- Deliver and pick up automotive parts in a safe and timely manner.
- Reconcile invoices and daily trip manifests to ensure delivery and pick up of accurate parts and proper payment; collecting cash, cheque and credit card payments when necessary.
- Pre-trip loading of vehicle including: quality control of merchandise, vehicle safety inspection, route planning and scheduling.
- Post-trip unloading of vehicle including: restocking of inventory, vehicle maintenance and inspection.
- Maintain daily records of deliveries, pick-ups, automotive parts, invoices, and payments.
- Receive and relay information to Head Office as necessary.
- Create and maintain a clean and safe working environment, complying with Occupational Health and Safety standards and requirements.
- Other duties as required and assigned.

Qualifications and Requirements

- You must have good customer service skills, be reliable, dependable and trustworthy.
- You must have a good knowledge of the automotive industry with the ability to identify damaged and/or broken parts, and be detail oriented.
- You must have experience with delivery driving, route planning, quality control, invoice

- reconciliation and payment processing.
- You must be able to safely lift up to 23kg (50lbs) and able to load and unload large vehicles.
- You must be able to safely operate large trucks, and able to safely load and unload whole vehicles, engines, transmissions, and other large automotive parts.
- You must be self-disciplined, able to manage your time effectively, meet time sensitive deadlines, and work independently with little to no supervision.
- You must be a team player and willing to assist with other duties as required.
- You must hold a High School Diploma.
- You must have a valid driver's licence class G with Air Brake 'Z' endorsement, or be willing to obtain.
- You must be able to provide a clear Criminal Record Check, Driver's Abstract, and minimum of three successful reference checks.
- Must have reliable transportation (note: company vehicle supplied for deliveries and pick- ups).

Salary

Hourly rate of \$15 to start based on a 42-hour work week. Wages will be adjusted accordingly with experience and qualifications. Along with comprehensive company benefits, Hotch's Auto Parts offers lot's of room to grow quickly, with highly competitive wage incentives and bonus plans. Apply today to find out more.