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CWC
office furnishings since 1929

TITLE: DRIVER INSTALLER

POSITION SUMMARY:

The Driver/Furniture Installer will load, unload and install office furniture products. Driver will load 50+ lbs. products at CWC warehouse for delivery and installation at our customer sites. The Driver is responsible for taking all precautions to prevent product damage. This position must follow all CWC safety procedures and assist others in doing the same.

POSITION RESPONSIBILITIES:

- Load, unload, and install office furniture items such as desks, files, chairs, and other loose furniture safely and properly at CWC warehouse and client locations.
- Adhere to daily route as designated by Operations Route Scheduler & Supervisor.
- Install office furniture accurately and in a timely manner at client locations.
- Learn and understand correct application and use of the products you are handling.
- Measure, install, and repair products at customer sites.
- Contact Supervisor immediately if involved in an accident.
- Maintain original paperwork on each delivery/job and submit this daily.
- Carry and maintain, in good working order, a company mobile telephone.
- Provide courteous and professional customer service at all times.
- Wear company uniform as instructed during work times.

POSITION REQUIREMENTS:

- High School Diploma or GED; one to three months related experience and/or training.
- Valid driver's license.
- Must pass have DOT license.
- Has acceptable driving record (motor vehicle record).
- Ability to drive CWC trucks and vans using Company safety program.
- Ability to lift and move furniture, boxes and equipment – 50+ lbs.
- Effective communication skills to interact effectively with a wide range of people.

MUST HAVE THE FOLLOWING TOOLS:

- Tool Box
- 12V Battery Powered Drill with a backup battery
- Phillips, star and square drill bits
- ¼ " & 3/8 " adaptor for sockets in drill
- Allen Wrench set
- Slotted and Phillips Screw Driver Sets – (at least 3 of each type)
- Pliers – regular, needle nose and vice grip
- Pry Bar
- Torpedo Level – 9"
- Measuring Tape – 25'
- Hammer – 16 oz.
- Mallet – 36 oz. minimum – non marking
- Duplex Tester
- Hacksaw
- Retractable utility knife

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