



Job Position: Event Delivery Driver

Department: Operations

Reports To: Director of Operations

JOB SUMMARY:

As a Delivery Driver at our event rental company, you will be responsible for the safe and timely delivery and pickup of rental equipment to and from event locations. Your role will involve loading and unloading equipment, ensuring proper handling and transportation, and providing excellent customer service. You will also assist with the setup and breakdown of equipment at event sites as needed.

JOB RESPONSIBILITIES:

- Safely operate company vehicles to deliver and pick up rental equipment.
 - Load and unload equipment, ensuring it is handled with care and properly secured for transport.
 - Follow delivery schedules and routes to ensure timely deliveries and pickups.
 - Assist with the setup and breakdown of rental equipment at event locations.
 - Conduct pre-trip and post-trip inspections of vehicles and equipment.
 - Maintain accurate delivery and pickup records.
 - Communicate effectively with customers and provide excellent customer service.
 - Report any vehicle or equipment issues to management promptly.
 - Adhere to all safety regulations and company policies.
 - Assist with warehouse duties as needed when not on delivery routes.
 - Provide friendly, professional delivery service to our customers' homes and businesses
 - Assist with filling orders
 - Test rental equipment
 - Adheres to and enforces all company policies, procedures, rules and regulations in written or verbal form
 - Perform other duties as requested
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SKILLS:

- Knowledge of standard Microsoft office suite (word, excel, outlook, etc.)
- Ability to work well independently, incorporate suggestions and to meet deadlines
- Good team player to fit into the HTE company culture
- Strong knowledge of Internet & how to utilize technology efficiently
- Must be comfortable working sitting down and on a computer for long hours as work will be performed in both an office setting and outside as needed and may be exposed to the outside elements.
- Ability to work some nights and weekend work as business needs

- Preference given to event, rental or hospitality industry experience
 - Must be able to lift/move approx. 50-70lbs
 - A high school diploma or equivalent GED is preferred but not required, preference given for associate or bachelor's degree
 - Ability to multi-task priorities and manage time proficiently
 - Excellent written and verbal communication skills and ability to interpret directions in written, oral, diagram or schedule form
 - Attention to detail and have strong customer service focused mentality
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BENEFITS:

Our company offers a comprehensive benefits package designed to support the well-being and professional growth of our employees. Benefits include company paid health insurance, (medical, dental, and vision), a 401(k) retirement savings plan with company match, paid time off (vacation, sick leave, and holidays). These benefits reflect our commitment to creating a supportive and rewarding work environment.

Our company is an equal opportunity employer, we celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran.