

PM TRANSFER DRIVER

LEWIS is a leading business products distributor offering a full range of paper, office supplies, packaging and related supplies to businesses of all sizes. We have been in business since 1982 and operate distribution centers in Illinois, Indiana, Michigan and Colorado, with headquarters in Wheeling, Illinois.

We currently have an opening for a P.M. transfer driver in the Chicago metropolitan area, based out of our Tinley Park distribution center. Hours will approximately be 5:00 pm to 2:00 am. We are looking for an organized, self-motivated individual. Main responsibilities will include:

- Accurate after-hours pick-up and delivery of product to and from the Corporate Office, Illinois Distribution Centers, and our local suppliers;
- Checking transfer orders prior to loading truck;
- Loading and unloading truck;
- Following all company safety policies and procedures;
- Timely completion of all required paperwork; timely reporting of all issues encountered.

REQUIREMENTS:

- Class "C" Chauffeur's drivers license with acceptable MVR; must be insurable;
- Ability to drive at night;
- Must pass DOT physical and drug screen;
- Ability to lift 75 pounds;
- Ability to create most time- and cost-effective route while ensuring all transfers are made;
- Professional appearance; ability to be respectful and courteous to internal and external customers at all times;
- Ability to complete appropriate paperwork timely;
- Must be able to exercise sound judgment in situations such as inclement weather, vehicle breakdown, accidents, equipment issues at Distribution Centers and alarm malfunctions; notify appropriate company employee regarding accidents or other issues;
- Positive, "can do" attitude;
- High school diploma or equivalent.

LEWIS offers a competitive salary and excellent benefits. If you meet the requirements above and would enjoy working for an employee-friendly organization, please send your resume via email to jgonzalez@lewispaper.com or via fax to 708/429-0600, or apply in person 10 a.m. to 3 p.m. Monday through Friday at 18608 S. 81st Ave., Tinley Park, IL.