

## **WAREHOUSE/DELIVERY 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 warehouse staff person/back-up driver in our Addison Distribution Center. We are looking for an organized, self-motivated team player. Main Warehouse Staff/Back-up Delivery Driver responsibilities will include:

- Loading delivery trucks correctly and timely;
- Accurately picking and checking orders;
- Unloading, verifying, and putting away incoming deliveries in the warehouse;
- Operating industrial equipment, including forklifts, in the warehouse;
- Backup driving and delivery of product to customers.

### **REQUIREMENTS:**

- Acceptable MVR with Class “C” drivers license; insurable and over 21;
- Must pass DOT physical and drug screen;
- Ability to frequently lift up to 75 pounds;
- Ability to learn driving routes and make deliveries in a timely manner;
- Professional appearance; ability to be respectful and courteous to customers at all times;
- Ability to complete appropriate paperwork relating to orders and deliveries;
- Positive, “can do” attitude;
- High school diploma or equivalent.

LEWIS offers a competitive salary and excellent benefits for our Warehouse Staff/Back-up Delivery Drivers. If you meet the requirements above and would enjoy working for an employee-friendly organization along with other team players, please send your resume via email to [rerwin@lewispaper.com](mailto:rerwin@lewispaper.com), via fax to 630/932-8012, or apply in person 10 a.m. to 3 p.m. Monday through Friday at 2300 Windsor Court, Unit A, Addison, IL 60101.