

WAREHOUSE/BACK-UP 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 person/Back-Up Delivery Driver in our South Bend Distribution Center. We are looking for an organized, self-motivated team player. Main responsibilities of our Warehouse Staff/Delivery Drivers will include:

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

WAREHOUSE/DRIVER REQUIREMENTS:

- Acceptable MVR; Chauffeur's license; must be insurable;
- Must pass DOT physical and drug screen;
- Ability to frequently lift 75 pounds ;
- Ability to count in multiples of 100, 1000, 10,000, etc.;
- 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 and 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 dgrice@lewispaper.com, via fax to 574/234-2177, or apply in person 10 a.m. to 3 p.m. Monday through Friday at 3419 Voorde Drive, South Bend, Indiana.