

WAREHOUSE/BACK-UP DELIVERY DRIVER

LEWIS is a leading business products distributor in four states, offering a full range of paper, office supplies, packaging and related supplies to businesses of all sizes.

Join our team as a Warehouse Staff/Back-up Delivery Driver in our South Bend Distribution Center. The Warehouse position is a critical position for us and for our customers! Our ideal warehouse staff member is an organized, self-motivated team player who takes as much pride in their work as we take in our reputation and service.

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:

- Warehouse/driving experience;
- Acceptable MVR with Chauffeur's license; insurable and over 21;
- 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 apply online:

<https://lewispaper.com/careers/> or email your resume to: dgrice@lewispaper.com.