



JOB POSTING

Date of Notice: May 18th, 2017

Position Title: **DISTRIBUTION DRIVER / WAREHOUSE WORKER**

Location: Bandon Dunes Golf Resort

Reports To: Warehouse Manager

Closing Date: Until Filled

Respond To: Attn: Human Resources
Bandon Dunes Golf Resort
57744 Round Lake Road, Bandon, OR 97411
Fax (541) 347-5850
jobs@bandondunesgolf.com

Position Summary:

The distribution center driver is responsible for deliver product from distribution center to outlets in a timely manner and return merchandise/empty totes from outlets to the distribution center for proper handling. This position is responsible for exceptional customer service, delivery to each outlet, effectively communicating with guests and co-workers. This position will also assist with the shipment of golf clubs.

Essential Duties and Responsibilities:

- Order picking, staging and loading and unloading trucks.
- Accuracy with paperwork with in inventory software, and filing of paperwork.
- Complete pre-and post-trip safety inspections, record/report any defects or malfunctions.
- Complete and submit all necessary logs and paperwork on a daily basis.
- Clean, sanitize, and maintain company vehicles
- Move waste from warehouse to dumpsters.
- Operate hand trucks and pallet jacks.
- Package finished product for shipping (shrink wrapping, boxing, labeling).
- Stage finished product for loading.

Qualifications:

- High School Diploma or equivalent.
- Previous hotel/resort experience beneficial.
- Warehouse experience preferred.
- Valid driver's license and be over 18 years of age.
- Demonstrate quality interpersonal communications skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application prior to the closing date. A complete job description is available upon request.

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