



POSITION ANNOUNCEMENT

JOB TITLE:	WAREHOUSE DELIVERY DRIVER
TYPE OF VACANCY:	STAFF
REPORTS TO:	DIRECTOR, PURCHASING
DEPARTMENT:	PURCHASING/STORES - BUSINESS OFFICE
<p>SUMMARY: The Purchasing/Stores Department of the University of the Bahamas is responsible for the maintenance of adequate inventory to ensure the effective and efficient running of the University. The inventory managed by the department includes, but is not limited to:</p> <ul style="list-style-type: none"> ➤ Janitorial/Chemical Supplies; ➤ Office Supplies/Copy Paper; ➤ General Maintenance: Electrical/Plumbing/Carpentry/Painting/Air Condition/Masonry; ➤ Computer Supplies/ Toners 	
<p>DUTIES & RESPONSIBILITIES: The position of Warehouse Delivery Driver, is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> ➤ Drives vehicles with the intention of transporting orders and materials to assigned locations; ➤ Assists in receiving stock to ensure stipulations, quantity and quality of orders are correct; ➤ Transports a variety of items (e.g. janitorial and maintenance supplies, office supplies, mail and equipment) to the main campus and satellite campus for distribution of items from internal or external sources to designated locations; ➤ Participates in physical inventories to verify stock and identify losses; ➤ Picks and packs orders from stock to meet delivery requirements; ➤ Maintains excellent records to document all activities; ➤ Shelves, tags and labels stock; ➤ Loads and unloads delivery trucks for the purpose of receiving; ➤ Supports the University's Purchasing Director in maintaining a clean, organized, and safe warehouse by following all warehouse policies and procedures. 	
<p>QUALIFICATIONS & EXPERIENCE:</p> <ul style="list-style-type: none"> ➤ High School diploma or equivalent preferred; ➤ Two (2) passes at B.G.C.S.E. level in English Language and Mathematics at Grade "C", and R.S.A. II; ➤ 1-2 yrs. previous warehouse experience preferred; ➤ Good communication, organizational and time management skills; ➤ Dependable and reliable; ➤ Valid Driver's License. <p>PHYSICAL DEMANDS:</p> <ul style="list-style-type: none"> ➤ Regularly lift and/or move objects 10-50lbs; occasionally lift and/or move heavy objects over 50lbs. 	



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To ensure full consideration, interested candidates should submit the following items via email to the address given below with the subject Warehouse Delivery Driver:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae/Résumé;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references.

Submit all electronically to:

Email: hrapply@ub.edu.bs

Attention: **Vice President, Human Resources**

SALARY GRADE:	CSS-1 - \$19,600 x \$400 - \$26,800
Date Published	October 1, 2019
Application End Date	October 14, 2019
Date to be Removed	October 15, 2019

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Warehouse Delivery Driver.