

August 4, 2022



## Shipping and Receiving/Back Up Driver

4037 Roger B. Chaffee Blvd. SE  
Grand Rapids, MI 49548-3482

Phone: 616-531-6860  
Toll Free: 800-748-0568

We currently have a 1<sup>st</sup> shift position available for a Shipping and Receiving/Back Up Driver.

### Essential Responsibilities:

- Unload incoming shipments, prepare and load outgoing shipments.
- Review both incoming and outgoing schedules to maintain a productive operation.
- Keep an inventory of all merchandise entering and exiting our facility.
- Document/Identify any damages or missing material.
- Maintain excellent customer service to external customers.
- Provide safe and efficient operation of equipment.
- Perform other duties as assigned.
- Fill in when drivers are out or if a special delivery situation arises.

### Requirements:

- High School Diploma/GED equivalent.
- CDL Class B.
- Organizational skills.
- Knowledge and ability to operate a forklift.
- Ability to lift and maneuver packages of any weight above 50 lbs. using the appropriate equipment provided.
- Previous warehouse experience is a plus but not required.

Potter Distributing offers a competitive salary and generous benefits package.

Please submit your resume with salary requirements to:

[careers@potterdistributing.com](mailto:careers@potterdistributing.com).