



THE ARC OF CENTRAL ALABAMA JOB POSTING NOTICE

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| Job Title: RecyclAbility Truck Driver | Job Code: RTD4908032018 |
| Department: RecyclAbility | FLSA Status: Non-Exempt |
| Reports to: RecyclAbility Sales Representative | |
| Work Schedule: Fulltime Day Mon-Fri- 8:00 am-4:30pm, OT as Needed | |

Job Duties: : The RecyclAbility Truck Driver is responsible for driving to/from and carrying out the scheduled shred truck jobs as assigned daily to their vehicle. Other duties include transporting consoles containing documents. Support and train the Arc individuals who work the truck. Represent the Arc's RecyclAbility program to customers in a professional manner, relaying any issues or comments to the appropriate person on RecyclAbility team. Monitor vehicle, report any issues and keep up with maintenance of those vehicles. Fill out pick up tickets at each shredding job. Process credit card payments for shredding when applicable. Support in supplying sales leads. Help execute program events. Support marketing efforts for the program.

Knowledge, Skills and Abilities Required: High School Diploma. CDL preferred but must be willing to work towards obtaining CDL if not.. Must be over the age of 21. High energy level, comfortable performing multifaceted projects in conjunction with day to day activities with individuals with intellectual disabilities. Resourceful, well organized, highly dependable, efficient and detailed oriented. Some customer service skills required. Ability to interact with people of all ages and cultural backgrounds. Ability to work independently and as part of a team.

Physical Requirements: This position requires frequently driving, standing; walking; hand dexterity; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Email resume or application to jobs@arcofcentralalabama.org or complete application and apply in person at 5348 Oporto Madrid Blvd Birmingham, AL 35212.

EOE/M/F/Vet/Disabled