



JOB NOTICE

Date Posted: October 3, 2019

Closing Date: October 14, 2019 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume via email marked: Courier to the HR Department; Attention: Stephanie Reents, HR Generalist

Department: Facilities and Maintenance Department

Title: Courier

Salary \$: Part-time, \$10.00 per hour. Works daytime hours, Monday-Friday 8:00am – 1:00 pm

General Duties:

Mail Delivery/ Courier: Delivers mail, office and janitorial supplies

- Responsible for all interoffice mail deliveries to All COMPASS locations
- Pickup and delivery of various office supplies and equipment from COMPASS sites and or vendors.
- May assist in the delivery of toiletries and cleaning supplies to all residential facilities

Maintain and monitor Agency van maintenance needs

- Conducts monthly inspections for safety and maintenance needs for the mail van and identify and monitor that all vehicle maintenance needs including periodic oil changes are addressed and completed to ensure effective vehicle safety.
- Verify that all safety equipment, insurance information and cell phone for the courier van are current and accessible.

Education/Experience: High School diploma or equivalent. Must be knowledgeable and proficient at driving independently; while navigating the local streets and highways of both Mahoning and Trumbull Counties.

Miscellaneous Requirements: Clear criminal background check; Pre-employment drug screen and must have a clear and insurable driving record.

Physical Requirements: Must be able to lift up to 25 pounds.

Non Exempt: Eligible for overtime