



## Delivery Driver Job Description Template

We are searching for an experienced, reliable Delivery Manager to join our team. In this role, you will be responsible for the successful, safe, and timely delivery of goods to their destination. You will load and unload the goods, plan routes and use navigation to route your course, adhere to safety regulations, and keep detailed records of your trip, as needed.

The candidate should have excellent communication and interpersonal skills. You should have delivery driving experience and a strong commitment to excellence.

### Delivery Driver Responsibilities

- Load, unload, and deliver goods
- Operate a vehicle, equipment, and machinery
- Route plan and use the navigation to arrive at your delivery destination
- Practice timely and safe delivery
- Practice positive, professional customer service
- Accept payments for deliveries
- Thoroughly review orders to check for errors
- Keep detailed delivery logs and records, as needed

### Delivery Driver Requirements

- High school diploma or equivalent
- Delivery experience
- Customer service experience
- Excellent communication and interpersonal skills
- Strong time management skills
- Well-organized
- Critical thinking and problem-solving skills