



5369 Allentown Pike  
Temple, PA 19560  
610-929-5794

**Position Title:** Yard/Driver

**Reports To:** Sales Manager

**Primary Duty:** Perform all aspects of unloading and loading merchandise from or for vendors and customer.

**Essential Functions:**

- Assisting to the needs of and building a strong relationship with customers.
- Ensure customers orders are loaded while maintaining inventory control measures.
- Perform local deliveries and pick-up of sold and purchased inventory
- Replenish inventory in showroom & outdoor displays.
- Maintain professional appearance of facility through daily organizing and cleaning.
- Assemble merchandise sold to customers or required for display.
- Unload inbound shipment from vendors and verify correctness.
- Change Message on marquis sign
- Be self-motivated to look for work when all other work is complete.
- Communicate with manager.
- Any other assigned task.

**Qualifications**

- Drivers license
- Ability to speak/understand English.
- Forklift experience helpful.

**Skills:**

- Customer Focus, Ability to Follow Written & Oral Instructions, Common Sense, Enthusiasm!

**Physical/Time Requirements**

- Lift up to 80 lbs.
- 10% Sitting, 90% Standing/Walking.
- Occasional squatting.
- Work 30-40 hours per week.
- Work evening/weekend hours as needed.