Parts Delivery Driver / Warehouse | Beaumont

Description

Delivers and picks up parts and equipment for the dealership. Responsible for assisting in a variety of warehouse duties, including shipping and receiving, unloading and loading trucks, fulfilling purchase orders, and keeping warehouse stocked.

Responsibilities

- Picks up and delivers parts and equipment to customers, satellite stores, wholesale accounts and vendors.
- Checks with the Parts Manager, Wholesale Representative, Inventory Control Administrator, Parts Counterperson, or Shipping and Receiving Clerk before leaving to coordinate any last minute pick-ups or deliveries.
- Checks with the service shop each day to determine immediate parts needs.
- Delivers parts to service shop when needed and distributes to appropriate technicians.
- Verifies parts to service shop each day to determine immediate parts needs.
- Delivers parts to service shop when needed and distributes to appropriate technicians.
- Check in new parts orders daily.
- Inspect the quality and condition of new parts as they come in.
- Ensure the parts received matches the quantity ordered.
- Stock warehouse shelves.
- Preparation and shipment of outgoing parts.
- Verifies that invoice matches purchase order for each pick-up.
- Checks payments received with the invoices for each delivery.
- Keeps an accurate log of daily deliveries and pick-ups.
- Requests recipient’s signature on each deliver entry.
- Unloads truck each night.
- Turns in all paperwork and undelivered parts.
- Handles basic maintenance of the truck including filling tank with gas, checking oil, keeping it clean and making sure required inspections are performed.
- Advises Parts Manager if delivery trucks need major repairs or maintenance.
- Maintains professional appearance.
- Other duties as assigned.

Qualifications

- High school diploma or GED.
- 1-3 months related experience and/or training.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customer or employees.
- Ability to calculate figures and amounts such as discounts and percentages.
- Ability to apply common sense understanding how to carry out instructions furnished in written, oral, or diagram form.
- Ability to lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Must have and maintain a valid current state driver’s license and have a good driving record over the past 3 years.
- Pre-employment drug testing and background screen applies.

Hiring organization
Performance Truck

Employment Type
Full-time

Job Location
3755 Hollywood Street, 77701, Beaumont, US

Date posted
March 3, 2026

Job Benefits

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Vision insurance
- Short Term Disability
- Long Term Disability

Secure Job Application

Secure Job Application