

## Job Description

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| <b>POSITION:</b>    | <b>Class B Driver &amp; Shipping Associate</b> |
| <b>DEPARTMENT:</b>  | <b>Shipping &amp; Receiving</b>                |
| <b>REPORTS TO:</b>  | <b>Logistics Manager</b>                       |
| <b>FLSA STATUS:</b> | <b>Non-Exempt</b>                              |
| <b>SHIFT:</b>       | <b>Day, Mon-Fri</b>                            |
| <b>PAY:</b>         | <b>\$20 per hour</b>                           |

### ABOUT US

J.S. McCarthy is one of New England's oldest and largest sheetfed printing operations. For over 60 years, J.S. McCarthy Printers has enjoyed continuous growth and competitive success in a fast paced and ever-changing printing industry. We do everything- even finishing and fulfillment- under one full-service brand with all of our production operations taking place in our state-of-the-art production facility in Augusta, Maine.

We are proud to be 100% employee-owned. Our talented employee-owners produce award winning work and J.S. McCarthy has received hundreds of awards from regional and national trade groups. Not only are we known for our quality, but also for our environmental stewardship. We are proud to print with 100% wind power and to have robust environmental initiatives. Our goals of top-notch customer service, technological innovation and superior quality of product are paramount, and are supported by our talented and dedicated employee-owners.

### JOB PURPOSE

Responsible for driving a new, Class B truck to make timely and professional delivery of our quality printed product to our customers. Also assists in the daily operation of our Shipping and Receiving Department, including processing printed materials for shipment.

### ESSENTIAL FUNCTIONS

- Operate a new, automatic Class-B truck (with a valid Class B license).
- Operate a van and/or box truck.
- Complete all required inspections and/or logs.
- Process shipments correctly based on previously established methods.
- Ability to effectively communicate and develop positive relationships with customers, co-workers and management.



- Self-motivated to work independently to complete job tasks to a high standard.
- Work well in a team environment, show accountability to yourself and others through communication, patience, and understanding.
- Ability to maintain organization and time-management in an open office environment.
- Ability to multitask and to adapt and prosper in an ever-changing environment.
- Properly and safely operate fork lifts and motorized pallet jacks.
- Multi-task while maintaining integrity of each task and completing all in a timely manner.
- Willingness to cross-train to assist in other areas of the department or the company (including receiving and fulfillment) if needed.
- Capable of following, understanding, and remembering client specific shipping methods.
- Ability to use computer system to process shipments using our MIS system.
- Follow JSM's safety and quality standards, including those required by our Safe Quality Food certification.
- ***Additional responsibilities as required.***

## **EXPERIENCE & QUALIFICATIONS**

An individual must hold a Class B CDL license and driver's license. 3 years' experience driving Class B trucks is preferred but experience driving other trucks will also be considered. Proficient with computers, including experience in Microsoft Outlook and Office. Experience using UPS and FedEx systems and Vendor Websites is a plus. Must be able to pass a DOT physical. Must be able to lift 35-50 lbs.

## **EDUCATION**

High School Diploma or equivalent.

## **BENEFITS**

- 401(k) with company match
- Employee Stock Ownership Plan (all full-time employees participate in the plan to become an owner of the company)
- Health insurance
- Employee Wellness Program
- Dental
- Vision



- Company-Paid Short Term and Long Term Disability, Life Insurance
- Health Savings Account
- Flexible Spending (Medical & Dependent Care)
- Paid Time Off

**PHYSICAL DEMANDS (in a usual workday)**

|       |                 |            |                   |            |
|-------|-----------------|------------|-------------------|------------|
| Sit   | Total hours/day | <b>4.0</b> | Hours at one time | <b>1.0</b> |
| Stand | Total hours/day | <b>4.0</b> | Hours at one time | <b>0.5</b> |
| Walk  | Total hours/day | <b>1.5</b> | Hours at one time | <b>0.5</b> |

|                                      |                     |
|--------------------------------------|---------------------|
| Pounds employee is required to carry | <b>up to 35lbs.</b> |
| Usual distance carried               | <b>up to 10 ft.</b> |
| Pounds employee is required to lift  | <b>50 lbs.</b>      |

J.S. McCarthy Printers is an equal opportunity employer.