

Contents Driver/ Mover Key Responsibilities



Furniture Disassembly and Reassembly:

Disassemble furniture items such as beds, tables, chairs, and other pieces as required.

Ensure proper labeling and organization of disassembled parts for easy reassembly

Reassemble furniture at the destination according to the provided instructions or diagrams

Vehicle Maintenance

Keep Vehicles up to date on maintenance including oil, coolant, tire inflation and tread wear.

Keep vehicle clean and clear of debris.

Packing and Protection:

Pad and wrap furniture securely to prevent damage during transportation.

Use packing materials, such as bubble wrap, moving blankets, or foam, to protect fragile items.

Apply straps, ties, or other securing mechanisms to keep items in place.

Loading and Unloading:

Loading furniture and other items onto trucks ensuring even weight distribution and proper stacking.

Safely handle heavy or bulky items using lifting equipment or techniques to avoid injuries.

Unload items at the destination by following established procedures to prevent damage or accidents.

Inventory Management:

Maintain accurate records of packed items noting special handling requirements & instructions.

Assist in inventory checks to ensure items are properly accounted for during the packing and unpacking process.

Safety and Compliance:

Follow safety protocols and guidelines to minimize workplace accidents and injuries.

Adhere to company policies and procedures, as well as local, state and federal regulations related to moving and transportation.

Team Collaboration:

Collaborate with team members including movers, drivers and supervisors to ensure smooth operations.

Communicate effectively to coordinate tasks, provide updates, and address any issues that arise during the packing process.

Qualifications and Skills:

Strong physical fitness and ability to handle heavy lifting, bending, and repetitive motions

Prior experience in furniture assembly, disassembly, and packing is highly desirable

Familiarity with various packing materials and techniques to ensure safe transportation

Attention to detail and ability to follow instructions accurately

Effective communication skills and ability to work well in a team environment

Knowledge of safety procedures and practices to maintain a secure working environment

Flexibility to adapt to changing schedules and work demands

Accountabilities:

- Taking detailed inventory of belongings using the latest technology and software
- Pack contents to not only meet, but exceed industry standards
- Treating every item with sincere respect and care
- Treating homeowners with empathy and professionalism
- Being an optimistic, committed, loyal team member
- Working quickly to meet deadlines without sacrificing quality of work
- Demonstrating a high level of integrity in all aspects of the position
- Early mornings every day (6:30am, could be earlier))
- Long days and extreme weather conditions are possible and should be expected.
- Travel is required. Overnight stays are compensated (per diem).
- Constant standing, bending, and lifting
- Weekends are on a rotation, on-call schedule that is non-negotiable
- Perform other responsibilities as required
- Be able to lift up to 75 pounds independently, more as a team
- Ability to use hand tools and understand assembly/disassembly of basic household furniture
- Required to install Encircle app on phone

Required Qualifications:

- Valid Driver's License & eligibility to work in the United States
- Ability to pass a background check and drug screen
- No felony convictions

Compensation:

- Base salary at \$17.00 hr
- After 60 days-eligible for Health/ Vision/ Dental/ Aflac
- After 90 days- Paid Time Off
- 8 Paid Holidays