



LANDMARK STAFFING

Delivery Driver & Warehouse Coordinator

Company: Monarch HVAC

Pay Rate: \$18.00 / Hour

Job Type: Full-time

Position Overview

Monarch HVAC is seeking a dependable, highly organized **Delivery Driver & Warehouse Coordinator** to join our team. This isn't just a standard driving job—you will essentially be running the warehouse operations.

While you will be out on the road making crucial deliveries, your main superpower will be keeping our warehouse in immaculate, tip-top shape. If you are someone who naturally loves structure, thrives on meticulous organization, and gets a genuine sense of satisfaction from everything being in its exact right place, this is the role for you.

Key Responsibilities

- **Warehouse Ownership:** Take full charge of the warehouse. Organize inventory, manage stock levels, and ensure the space is exceptionally clean, orderly, and efficient.
- **Safe & Timely Deliveries:** Load, transport, and deliver HVAC parts and equipment to job sites or residential locations safely and on schedule.
- **Inventory Control:** Receive incoming shipments, verify counts against packing slips, log inventory, and prep outgoing materials for the day's jobs.
- **Quality Control:** Inspect materials for damage and ensure the team has exactly what they need, minimizing errors before the truck even leaves the bay.

Qualifications & Requirements

- **Experience:** Some previous warehouse and/or delivery driving experience is required.
- **The "Organization" Factor:** An extreme attention to detail. We are looking for someone who takes pride in a perfectly organized space and has an innate drive to keep things orderly.
- **Valid Driver's License:** Must possess a valid Driver's License with a **clean Motor Vehicle Record (MVR)**—absolutely no traffic violations or infractions within the last 3 years.
- **Physical Capability:** Ability to lift, push, pull, and move heavy HVAC equipment and parts (up to 50+ lbs regularly).
- **Reliability:** A strong work ethic, punctuality, and a self-motivated mindset to manage the warehouse without constant supervision.