



## Parts Delivery Driver - Los Angeles, California

### About us:

Since 2008, boutique restoration house Singer Vehicle Design, based in Sun Valley, California, has been sharing its obsession to celebrate the Porsche 911 – and with more than 100 commissions globally delivered to date, that obsession has been mastered through the craftsmanship of its artisan team and the ability to envision its clients’ desires to reimagine the ultimate bespoke air-cooled 911. Through the highest levels of creativity, performance, engineering and technology – and now, partnerships with iconic and globally recognized organizations like Williams Advanced Engineering -- Singer has become THE symbol of why “everything is important.”

This full-time position is in our Los Angeles office near Burbank, includes competitive vacation and health benefits.

### The Position:

We are looking for a motivated individual to help with our growing business. You will be responsible for delivering Singer Vehicle Design parts to employees and partners. The goal is to provide parts on time, professionally to our partners and employees

### Key responsibilities:

- Create your driver route for the day based on deliverables
- Prepare orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)
- Keep a clean and safe working environment
- Report any discrepancies
- Processing of receiving paperwork and maintain daily drivers log
- Communicate and cooperate with supervisors and coworkers
- Follow quality service standards and comply with procedures, rules and regulations
- Assist in other areas when available such as: Shipping and Receiving, Inventory and Logistics



## **Required Skills:**

### *Education:*

- High school diploma, GED (General Education Diploma) equivalency or degree

### *Experience:*

- Experience as an automotive parts delivery driver is highly desired
- Prior experience as a dispatcher/driver
- PC literate with experience with Microsoft Outlook, Word and Excel
- Minimum 6 months to one year related experience and/or training

### *Skills/Qualifications:*

- Reporting Skills (tracking apps, driver logs – proactive)
- Must be willing to submit to a background check & drug screen prior to employment.
- Able to operate dolly and pallet jack
- Able to lift & carry up to 100lbs. (anything over 75lbs. should be lifted by two people)
- Able to frequently bend, stoop, kneel, stretch, twist, reach and climb
- Safe driving record

### *Preferred Skills:*

- Someone with experience in manufacturing and/or car industry
- Prior experience working in a small company environment
- Knowledge of car parts

### *You Are:*

- Analytical and able to Problem Solve
- Able to Multi-Task
- Self-Starter, Able to work independently and with others
- Strong with Follow Up
- Detail Oriented
- Have strong Organization & Time Management Skills
- Able to manage multiple tasks with changing priorities
- Flexible to perform job functions as needed

**Salary:** Hourly minimum wage

**How to Apply:**

If you would like to be considered for future employment at Singer Vehicle Design, please fill out the short form at <http://singervehicledesign.com/careers/> (upload a resume and cover letter indicating the desired position). We will review each application and reach out if we wish to move forward in the interview process.

No phone calls, faxes or mailed submissions will be accepted. Only applications from individuals submitted at <http://singervehicledesign.com/careers/> will be considered.

We do not offer relocation assistance for this position.