



MAKE THE MOVE...

JOIN ONE OF NORTH AMERICA'S "MOST ADMIRABLE COMPANIES"

Graybar Canada, a division of Graybar Electric, a Fortune 500 corporation, is a leader in the distribution of high quality electrical, automation and telecommunications products and provider of related supply chain management and logistics services.

Graybar operates more than 250 distribution facilities throughout North America, with 30 branches across Canada. As one of the world's largest employee-owned companies, Graybar has the power and stability of a big corporation and the integrity and drive of a neighborhood business.

Graybar Canada currently has an exciting career opportunity available in our **Ottawa, Ontario** location for a:

Driver

Graybar Canada offers a ***competitive compensation and benefits package*** including:

- Health and Dental Benefits
- Life & AD&D Insurance
- Employee Profit Sharing Program
- Long Term Disability Benefits
- Group RRSP Matching
- Corporate Fitness Membership Program
- Employee Share Purchase Program
- Computer Purchase plan
- Tuition Reimbursement Program
- Service Awards Program
- Scholarship Program for Employee's Children

Responsibilities:

- Safely drives truck or van to transport materials within specified area.
- Records each delivery on the manifest before leaving the warehouse.
- Verifies load against shipping papers. Obtains signed receipts for delivered material.
- Decides best route for effective delivery of product that will satisfy customers' expectations of a timely delivery.
- Inspects truck equipment and supplies as required and immediately reports any deficiencies to ensure safe operation.
- Records delivery information through corporate software application.
- Complies with Graybar Canada's safe loading and unloading procedures.
- Complies with Graybar Canada's hazardous material procedures.
- May promote new sales. Meets customer and Graybar standards while conducting all duties in a safe, courteous and professional manner. Promotes and maintains good customer relations.

- Takes an active role in communicating customer feedback to Graybar Canada management, including customer complaints, requests, returns, performance, competitive information and potential opportunities.
- May perform Material Handler responsibilities when not engaged in primary responsibilities.
- Performs miscellaneous clerical duties.
- Perform other duties as assigned.

The ideal Candidate will possess the following:

- Minimum Grade 12 education
- The successful candidate must possess a valid Ontario driver's license and a clean driving abstract. A minimum of two years driving experience and/or a certificate from a driver's training school is required.
- Ability to, by way of training, experience or both, safely operate the type of motor vehicle he/she will be required to drive.
- Knowledge of safe and proper loading procedures.
- Knowledge of city traffic and locations to help determine most efficient routes
- Knowledge of the procedures for securing the type of cargo in the motor vehicle he/she drives.
- Basic reading and math skills, including the use of charts and schedules.
- Excellent customer service skills.
- Effective oral and written communication skills.
- Moderate mechanical aptitude.
- Ability to drive in adverse weather or road conditions.
- Ability to lift up to 50 pounds routinely.
- Must be able to walk, drive and move freely. Must have corrected hearing and eyesight.
- Ability to communicate effectively with the general public and customers, to include offering information, answering questions and taking orders.
- Willingness to go the extra mile

Graybar Canada is an equal opportunity employer that encourages interested candidates to submit a detailed resume with a **covering letter including salary expectations** to the following address:

- If applying to a job in Ontario: jobs@graybarcanada.com
- If applying to a job in Alberta: jobswest@graybarcanada.com
- If applying to a job in Atlantic Canada: hrdept@graybarcanada.com

Please include the job competition code DRIVER-OT in the subject line of your email.

We wish to thank all applicants for their interest, but advise that only those selected for an interview will be contacted.