



## Job Posting

**Job Title:** Delivery Driver-non-CDL/Customer Service

**Status:** Full-time

**Location:** McConnelsville, Ohio

**Reports To:** Store Manager

\*\*\*\*\*\$500 Retention Bonus Provided\*\*\*\*\*

**General Summary:** A non-exempt, sales clerk position responsible for greeting and assisting customers in a prompt, courteous, and professional manner. This position is also responsible for receiving telephone calls and answering customer inquiries in the same manner. This position also entails pharmacy delivery position duties and is responsible for delivery of pharmaceuticals as well as company products to customers within the company service area. Utilizes company's vehicle in the performance of job duties and responsibilities.

### Essential Job Responsibilities:

1. Responsible for maintaining a positive image of the Shrivers Company to customers. This position is one of the faces of Shrivers in the community.
2. Responsible for daily prescription delivery as well as DME items.
3. Responsible for creating, editing, and finalizing a courier manifest through RX30 or current pharmacy information system.
4. Responsible for maintaining vehicle log books.
5. Responsible for vehicle cleanliness and assisting store manager vehicle maintenance.
6. Responsible for knowledge of current paperwork requirements for DME.
7. Greet and serve customers in a timely, friendly, and professional manner.
8. Operate point of sale system and make change
9. Reconcile cash drawers and other sales transactions such as food stamps, WIC payments and utility bills. Process change order.
10. Promote sales and store incentives such as customer loyalty cards.
11. Keep assigned area neat and stocked.
12. Other duties as assigned by management.

**Education:** High school diploma or equivalent

**Experience:** One year experience preferred.

**Hours of operation:** Monday-Friday 8:30 a.m.-8 p.m., Saturday 8:30 a.m.-3:00 p.m., Sunday 10:00 a.m.-2:00 p.m.

**Application Procedures:** Apply online at

<https://www.shriverspharmacy.com/CareerOpportunities/Apply-Online/> or send your resume to [hr@shriverspharmacy.com](mailto:hr@shriverspharmacy.com).