



## **Position Title: Route Driver (CDL "B" w/airbrake)**

Based on skills and experience level Location of Position: Elmsford, NY

Work from home: No - will work at the office most of the time

Overnight travel required: No such travel required

Weekend travel required: No such travel required

### **Notes**

- A replacement role
- Full Time - hourly Position

## **I. Company Overview**

**PROSHRED®** is a service-driven document destruction company dedicated to on-site paper shredding: one of the most secure, convenient and cost-effective methods for destroying and recycling confidential documents and materials.

## **II. Company Culture**

At PROSHRED® we are continually looking for bright, energetic, team-oriented individuals to join our rapidly growing national network of shredding franchises. As a fast-paced organization driven by entrepreneurs and innovation, **PROSHRED®** offers a dynamic work environment that is both challenging and rewarding. There is no question that each employee plays a crucial role in the success of our business!

## **III. Job Mission**

To offer customers the most secure document shredding experience.

Due to recent growth Proshred Security is hiring.

## **IV. Job Responsibilities**

- 1) Provide on time service to all accounts on daily service route
- 2) Shred all customer documents in a secure manner as per company policy and procedure
- 3) Adhere to **PROSHRED®** and ISO policies and procedures
- 4) Strictly maintain all company procedures for proper image and attire and decorum both inside and out of the customers facilities
- 5) Complete paperwork neatly, correctly and accurately at each stop
- 6) Promote service to current customers to secure more business
- 7) Promote service to casual enquiries to secure leads for sales reps
- 8) Deal with customer concerns and complaints in a professional and courteous manner
- 9) Deliver and install new containers in customer facilities as required

- 10) Repair containers on site immediately if required
- 11) Communicate with SOC on a regular basis to report daily progress.
- 12) Provide end of day paperwork in a complete and organized fashion as per company procedure
- 13) Complete a daily safety check of the shredding vehicle and equipment and report any deficiencies immediately
- 14) Make minor repairs to the shredding track and equipment as necessary
- 15) Participate in monthly meeting and updates

## **V. An ideal candidate for this role should have:**

- 1) CDL "B" with airbrake endorsement
- 2) Positive attitude, high energy level, self-motivated and flexible
- 3) Ability to work early morning hours and long days
- 4) Good knowledge of roads and routes in the market area

Please send your resumes to [Adam.Bartoszek@proshred.com](mailto:Adam.Bartoszek@proshred.com)

