

## Driver / Inside Sales

**Holston Gases Inc.**, a leading distributor of industrial, medical, & specialty gases & Welding Supplies and Equipment, is seeking motivated individual to join our Cookeville, TN team.

### **JOB SUMMARY:**

The **Inside Sales / CDL Driver** position will assist customers in person and on the phone. Records deliveries and pick-ups on a load manifest and obtains signatures from customers for receipt purposes. Listens to and resolves service inquires. Pull orders from inventory, receive shipments from vendors, stock shelves with inventory, maintains a neat, clean and professional workplace, Maintains neat, clean and professional personal appearance. Deliver products to local customers on a scheduled route or intermittently. Loads / Unloads trucks

### **ESSENTIAL DUTIES:**

- Order Entry, Customer Service
- Receive shipments from vendors, stock shelves with inventory,
- Load, deliver and offload safely to customers hard good orders as well as cylinders containing compressed gases; return empty cylinders to plant for refilling.
- Communicate in person with customers, providing information on cost, ordering and delivery times, etc.
- Maintain load manifests and all other vehicle documents, ensuring they are properly completed and balanced with truck counts and shipping documents before and after deliveries.
- Ensure all safety rules are strictly observed.
- Maintain appropriate drivers' license.
  
- Serve Customers at the sales counter, ship and receive inventory, stock shelves, organize and clean showroom and warehouse.

**Other Duties as Required:** This job description should not be construed to imply that these requirements are the exclusive standards of this position. Incumbents are expected to follow any other reasonable instructions, and perform any other related duties, as may be required by their supervisor. Performance of this job in a safe manner and in keeping with established Holston Gases policies is a condition of employment.

### **MINIMUM QUALIFICATIONS:**

- Clean Motor Vehicle Record (MVR).
- CDL with Hazmat / Tanker endorsement
- Ability to read and comprehend material safety data sheets.
- Knowledge of the area and ability to lift 60 lbs. required.
- Ability to work independently and under some pressure to meet deadlines.
- Must be able to work occasional overtime if necessary.
- Must be able to work with a wide variety of people with different personalities and backgrounds.
- Must have basic computer experience.
- Must meet all physical qualification standards imposed by regulation for drivers.
- Must be able to operate in a drug-free workplace.
- Retail local delivery route experience strongly desired.

**Looking for a great company to work for? You'll find it With Us!** Holston Gases Inc. offers a competitive compensation and excellent benefits package, which includes Medical, Dental, Vision, Prescription Drug, Life & Disability Insurance, 401(k). We also offer PAID TIME OFF such as, Vacation, Sick Time and Holidays, all of which you start earning on your first day of employment.