

Document Destruction Driver Helper
Non-Exempt Full-time: \$10/HR

Essential Job Functions:

- Provide our clients with regularly scheduled shredding services.
- Always maintain professional appearance and excellent client relationships.
- Maintain chain of custody at all time.
- Maintain security of materials and content of information.
- Assist driver in completing appropriate driving/delivery documentation.
- Maintain communication with dispatch personnel
- Demonstrate good work habits and adhere to company policies and rules.
- Understand the companies zero tolerance for policy or chain of custody violations.
- Provide excellent customer service to both external and internal customers.
- Other duties as assigned.

Abilities:

- A professional appearance and attitude.
- Able to pass a drug screen.
- Able to lift 50 pounds.