

**Job Title: Company Driver**

**Location:** 667 N. State Street, Elgin, IL & 120 S Lincoln Ave., Carpentersville, IL

**Department:** Operations

**Reports To:** Operations Manager

**Position Type:** Full-Time

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**Job Summary:**

Swatchbox, an Anguleris brand, is seeking a reliable and professional Company Driver to join our team. The successful candidate will be responsible for transporting goods, equipment, and personnel safely and efficiently to various destinations. This role requires excellent driving skills, adherence to traffic laws, and a strong commitment to safety and customer service.

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**Key Responsibilities:**

- **Transportation:** Safely transport goods, materials, and staff to specified locations in a timely manner.
- **Vehicle Maintenance:** Conduct regular inspections and maintenance of the company vehicle, ensuring it is clean, fueled, and in good working condition.
- **Route Planning:** Plan and follow the most efficient routes for timely deliveries and pickups.
- **Compliance:** Adhere to all traffic laws and company policies regarding driving and vehicle use.
- **Documentation:** Maintain accurate records of trips, including mileage, fuel usage, and any incidents.
- **Customer Service:** Interact professionally with clients and staff, providing excellent customer service at all times.
- **Safety:** Ensure the safety of passengers and goods during transportation by practicing defensive driving and following safety protocols.
- **Problem-Solving:** Address and report any issues or incidents promptly to the supervisor.

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**Qualifications:**

- **Education:** High school diploma or equivalent.
- **Experience:** Minimum of 2 years of driving experience, preferably in a similar role.
- **License:** Valid driver's license with a clean driving record.

**Skills:**

- Strong knowledge of traffic laws and regulations.
  - Excellent navigation skills and familiarity with GPS devices.
  - Good communication and interpersonal skills.
  - Ability to handle and transport goods safely.
  - Basic mechanical knowledge for minor vehicle troubleshooting.
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**Physical Requirements:**

- Ability to sit for extended periods while driving.
  - Capability to lift and carry heavy items.
  - Good vision and hearing to operate vehicles safely.
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**Work Environment:**

- Primarily involves driving to various destinations within the region.
  - Exposure to various weather conditions while driving.
  - Flexibility to work weekends, evenings, or holidays as needed.
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**HOW TO APPLY:**

For consideration, please e-mail your resume to **Era Gjika** at: [era.gjika@anguleris.com](mailto:era.gjika@anguleris.com)

Be sure to include the Job Title for the position you are applying for in the Subject line of the e-mail.