

## **Box Truck Driver, Shipping & Receiving, Facilities Maintenance Clerk (Ronkonkoma)**

Job Type: Full Time

Retlif Testing Laboratories, an independent testing laboratory providing regulatory compliance testing and engineering services is seeking an experienced full-time employee to join our Ronkonkoma, NY facility in the position of Driver and Shipping & Receiving/Facilities Maintenance Services.

### **RESPONSIBILITIES:**

The selected candidate will have dual responsibilities for both Box Truck Driving and Shipping/Receiving, Facilities/Maintenance, including but not limited to:

- Assisting with the incoming and outgoing activities of the Shipping Department
- Driving shipping truck to other company locations long distances as needed. Could require same day turnarounds or overnight stays
- Assisting with general custodial facility needs and routine workplace maintenance
- Perform additional workplace duties as needed
- Flexible working hours- overlapping into some evening shifts

### **QUALIFICATIONS:**

- Previous box truck driving experience and ability to obtain medical certification for driving box truck long distances
- Candidate should have a clean driving record
- Preferred experience with UPS and Federal Express shipping procedures and forms
- Must have a background that would permit the U.S. Department of Defense to issue a Secret Clearance, which includes U.S. Citizenship
- Forklift experience/certification a plus
- Strong organizational skills
- Basic Computer Skills
- Ability to lift heavy equipment and packages

Retlif is an equal opportunity employer that provides a professional atmosphere and comprehensive employee benefits such as:

- 401K Plan
- Tuition Reimbursement Plans
- Medical and Dental Insurance
- Paid vacations
- Paid Holidays

Interested candidates may e-mail a cover letter with resume for immediate consideration to [smurphy@retlif.com](mailto:smurphy@retlif.com)