

NOW HIRING • FULL-TIME

Delivery Driver

MANUFACTURING SUPPORT SPECIALIST



⚙️ KEY RESPONSIBILITIES

- Safely operate company vehicles to deliver and pick up products, materials, and supplies (approx. 20-240 miles/week)
- Load, secure, transport, and unload materials, and verify delivery paperwork for accuracy
- Complete pre-trip and post-trip vehicle inspections and report maintenance concerns
- Inspect and sort parts for defects, segregate nonconforming material, and report quality concerns
- Operate production presses and tumbling equipment per work instructions and quality standards
- Handle material movement: dump scrap, move finished product to the warehouse, prepare pallets and outgoing shipments
- Assist across departments as production demand shifts

⚙️ QUALIFICATIONS

- Valid driver's license with an acceptable driving record
- Manufacturing or production experience preferred
- Forklift certification or the ability to become certified preferred
- Mechanical aptitude and willingness to learn production equipment
- Dependable, self-motivated, and adaptable, with strong attention to detail
- Able to lift and carry up to 50 pounds and maneuver full barrels (frequently around 100 pounds); able to stand, walk, bend, and reach throughout the shift

To apply, send a completed application, resume, and cover letter to:

laura@na-holdingcorp.com



Position: Delivery Driver / Manufacturing Support Specialist

Division: Lime City Manufacturing

Reports To: HR Director

Location: Warehouse

FLSA Status: Non-Exempt

Job Type: Full Time

Position Summary The Delivery Driver/Manufacturing Support Specialist is responsible for safely transporting company products and materials between suppliers, customers, and company facilities while providing versatile support throughout the manufacturing operation. This position requires a dependable individual who can safely operate company vehicles, assist with production processes, and perform a variety of manufacturing and warehouse duties as needed.

Essential Duties and Responsibilities Some responsibilities are directly related to the ISO standard and is the responsibility of this position to maintain compliance with the standard and be prepared to provide proof of compliance during an ISO surveillance or recertification audit.

Delivery & Transportation

- Safely operate company vehicles to deliver and pick up products, materials, and supplies.
- Drive approximately 20–240 miles per week, depending on business needs.
- Load, secure, transport, and unload materials in a safe and efficient manner.
- Verify delivery and pickup documentation for accuracy.
- Conduct pre-trip and post-trip vehicle inspections and report maintenance concerns promptly.
- Maintain a clean and organized company vehicle.
- Follow all DOT regulations (if applicable), traffic laws, and company safety policies.

Sorter & Product Inspection

- Inspect parts for defects, damage, and compliance with quality standards.
- Sort parts based on quality specifications and customer requirements.
- Identify and segregate nonconforming materials.
- Report quality concerns to supervisors or quality personnel.
- Perform visual inspections using established procedures and work instructions.
- Ensure only acceptable products move to the next stage of production or shipment.



Manufacturing Support

- Operate production presses according to established work instructions and quality standards.
- Set up, monitor, and maintain production equipment as trained.
- Perform quality inspections throughout the production process.
- Maintain production efficiency while meeting quality expectations.

Tumbling Room Operations

- Load and unload tumbling equipment.
- Monitor tumbling processes to ensure product quality.
- Sort, inspect, and prepare finished products for the next stage of production.
- Maintain cleanliness and organization of the tumbling area.

Material Handling

- Assist with inventory movement and material handling throughout the facility, dump scrap, move finished product to warehouse.
- Operate forklifts or other material handling equipment (if certified).
- Prepare outgoing shipments by packaging and weight counting. Get pallets ready and move barrels.

General Responsibilities

- Serve as a utility player by assisting in various departments based on production demands.
- Follow all company safety policies and wear required personal protective equipment (PPE).
- Maintain a clean, safe, and organized work environment.
- Communicate effectively with supervisors, coworkers, suppliers, and customers.
- Perform other duties as assigned.

Qualifications

- Valid driver's license with an acceptable driving record.
- Ability to safely operate company vehicles.
- Manufacturing or production experience preferred.
- Forklift certification or the ability to become certified preferred.
- Mechanical aptitude and the ability to learn production equipment.
- Dependable, self-motivated, and adaptable to changing priorities.
- Strong attention to detail and commitment to quality.

Physical Requirements

- Ability to stand and walk for extended periods.
- Frequently lift and carry up to 50 pounds.
- Push, pull, bend, stoop, twist, kneel, and reach throughout the workday.



- Ability to work in a manufacturing environment with exposure to noise, dust, machinery, and varying temperatures.
- Ability to safely enter and exit company vehicles multiple times throughout the day.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear; and smell. The employee frequently is required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds and occasionally lift/move up to 50 pounds. The employee also needs to manually maneuver full barrels of parts that are frequently 100#. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The Employee is occasionally exposed to fumes or airborne particles, risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

RACI:

Lime City	
Task	Shipping and Receiving Coordinator
Haul and Deliver to Suppliers and Customers	A/R
Material Handler, Dump Scrap & Move Finished Product to Warehouse	A/R
Backup Sorter	R
Backup Press Operator	R
Backup Tumbling Room	R
Culture & Safety	R

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