



# Seventh-day Adventist® Church

TEXAS CONFERENCE

## JOB POSTING

<b>TITLE:</b>	Driver for the Transportation Department
<b>REPORT TO:</b>	Transportation Director
<b>STATUS:</b>	Full-time, exempt
<b>SALARY RANGE:</b>	78% - 98% (\$49,200 - \$61,800 yearly salary)
<b>CREDENTIALS:</b>	Class A CDL

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### JOB SUMMARY

Responsible for all aspects of loading, driving, and unloading household goods as it relates to employee relocation. This work requires patience, stamina, and excellent people skills. The hours may be long and irregular.

**ACCOUNTABILITY:** This position reports to the Transportation Director.

### ESSENTIAL JOB FUNCTIONS

Customer service to include talking with clients and troubleshooting challenges. Managing the moving experience with grace, mercy, and patience, while ensuring property is loaded safely and efficiently to avoid damage. Operating a tractor trailer in urban environments in all weather conditions.

To provide peace and confidence during a stressful time for our families. This position serves as an ambassador for the Texas Conference and will often be the first interaction and impression for our new employees. Ideal candidates will know or be willing to learn the best way to pack delicate items and may be required to disassemble furniture for proper load placement.

### SKILLS/QUALIFICATIONS

- Current Class A CDL
- Great communication and organizational skills
- Knowledge and ability to pack household goods without damage.
- Ability to multitask, delegate, and manage multiple areas of the job simultaneously.
- Basic mechanical, math, and writing skills.
- Possess verbal, written and organizational skills which are necessary for trip planning and crew supervision.
- Moving experience preferred but will train the right candidate.
- The ability to schedule and keep appointments.
- Baptized member of the Seventh-day Adventist church in regular standing.
- Commitment to the Seventh-day Adventist doctrines and lifestyle.

**KNOWLEDGE:** Knowledge of all commercial vehicle laws and regulations.

**PHYSICAL REQUIREMENTS**

- Current commercial driver physical
- Ability to lift heavy furniture weighing at least 60 lbs. or more.
- Sit for long periods of time.
- Must be able to bend, twist, kneel, walk, lift, hear, and reach.

**WORK ENVIRONMENT:** This position involves extensive driving in a semi/box truck and working in homes and warehouse locations. The environment can be cold, or hot depending on the location. Driving conditions will vary and will require inclement weather/winter driving skills.

**Candidate must be authorized to work in the United States.**

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**APPLICATION PROCESS**

To apply, please submit the following to Tatiana Meharry, Human Resources Director, at [HumanResources@txsda.org](mailto:HumanResources@txsda.org):

1. [Completed Texas Conference Employment Application](#)
2. A resume with your contact information
3. Names and contact information of three individuals who can provide professional references.

PDF format preferred for all documents being submitted.

*Note: Interviews may occur before the final resume due date, so prompt submission is encouraged.*