



**JOB OPENING:**  
**Truck Driver/ Workshop Assistant**  
**Supervisor: Production Manager**

**Qualifications:**

- Valid NJ Motor Vehicle License. NJ Commercial Truck Driver's License preferred.
- Clean Driving record with no serious motor vehicle violations.
- Minimum high school graduate of GED.
- Minimum 21 years of age
- Minimum 3 years' experience as a truck driver, on minimum 26,000 lb. GVWR.
- Must be able to be certified in Power Lift operation.

**Job Summary:**

1. The driver operates a 26,000 lb GVWR truck in the pickup and delivery of a wide variety of raw materials and finished goods. Safety and efficiency are required in all operations.
2. The driver must act in a courteous and respectful manner in all dealings with the public or customers.
3. In addition to driving, they will perform all required duties of a workshop assistant.
4. Must also maintain a close check on functioning of truck and other vehicles and reporting of any suspected malfunctioning to the Production Manager in a timely manner.
5. In addition to driving, providing training and supervision to consumers loading and unloading vehicles.
6. Maintenance of stock inventory in warehouse.
7. Instruct consumers in daily production activities and provide on-going supervision.
8. Demonstrate the philosophy that the people we serve come first before paperwork or programmatic issues.



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**Truck Driver/ Workshop Assistant**  
**(Continued)**

**Benefits:**  
Medical, Dental, Life, and 403(b)

**Location:**  
215 W. White Horse Pike  
Berlin NJ 08009

**Contact:**  
In house applicants, please submit  
resume to main office.

It is the policy of The Arc of Camden County, to provide equal employment opportunity to all people without regard to race, color, creed, sex, age, national origin, affectional or sexual orientation, marital status, armed forces eligibility, or disability.

The Arc of Camden County is fully committed to assuring opportunity and equal consideration to all applicants and employees in personnel matters including recruitment and hiring, training, promotion, salaries, and other compensation, transfer and layoff or termination.