



OAKWOOD UNIVERSITY

Employee Services/Human Resources

NOTICE OF AVAILABLE POSITION

POSITION: Driver

DEPARTMENT: Edible Arrangements

STATUS: Part-time; Temporary (25-30hrs)

QUALIFICATIONS:

- High school diploma or equivalent preferred
- Must have a valid driver's license and excellent driving record
- Must comprehend and abide by all traffic rules
- Must be able to drive in all weather conditions
- Previous experience as a courtesy driver preferred
- Ability to be patient and polite
- Knowledge of vehicle operations and maintenance procedures
- Ability to communicate effectively with customers and staff
- Ability to lift 50lbs

BRIEF DESCRIPTION OF DUTIES:

- Make deliveries; load and unload vehicle
- Perform other tasks as assigned

SALARY: Commensurate with education and experience.

POSTING DATE: **October 11 ,2018**

CLOSING DATE: **Ongoing**

HOW TO APPLY: **Interested persons must submit employment documents by email:** application, resume and copy of diploma/copy of transcript to hroffice@oakwood.edu . Please ensure that the position to which you are applying is placed in the subject line of the email. Applications are located online at www.oakwood.edu under Human Resources. All employment documents must be attached to the email. **Incomplete employment documents will not be reviewed.** You will receive an automatic reply upon receipt of your email.

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7000 ADVENTIST BOULEVARD NW . HUNTSVILLE . ALABAMA (256) 726-7274 .