



Parts Delivery Driver

Join a Growing Team with Unlimited Opportunity

Advantage Fleet is a rapidly growing heavy duty truck repair, fleet maintenance, towing, upfitting, specialty vehicle, and parts company serving customers throughout Michigan. As our business continues to expand, we are looking to add a dependable and customer focused **Parts Delivery Driver** to our team.

This position reports directly to the Parts Manager and is responsible for delivering and picking up parts throughout the greater Grand Rapids and West Michigan area. The Parts Delivery Driver also supports daily Parts Department operations through inventory handling, receiving, organization, and customer service.

If you enjoy being on the road, working with customers, staying organized, and being part of a fast paced team, we want to hear from you.

What You'll Do

Parts Delivery and Pickup

- Deliver heavy duty truck, trailer, automotive, and equipment parts to customers throughout West Michigan
- Pick up parts from vendors, suppliers, customers, and other Advantage Fleet locations as directed
- Load and secure parts safely based on their size, weight, and type
- Verify deliveries before leaving the facility to ensure the correct parts and quantities are loaded
- Confirm delivery documentation and customer information before departure
- Deliver parts accurately and within expected timelines
- Obtain required signatures, paperwork, or delivery confirmation
- Communicate delays, delivery issues, or customer concerns promptly
- Maintain a professional attitude and appearance when interacting with customers and vendors
- Represent Advantage Fleet professionally while operating company vehicles

Route Planning and Driving Responsibilities

- Plan efficient delivery and pickup routes throughout the greater Grand Rapids and West Michigan area
- Use GPS, mapping systems, and route information to minimize unnecessary travel time
- Adjust routes when priorities or customer needs change
- Follow all applicable local and state traffic laws
- Operate company vehicles safely and responsibly
- Perform basic inspections of assigned delivery vehicles
- Report vehicle maintenance concerns, damage, or safety issues promptly
- Maintain cleanliness and organization of assigned company vehicles
- Protect customer parts and company property while in transit



Inventory and Warehouse Support

- Pull and stage parts from inventory based on customer orders and internal requests
- Receive and check incoming inventory
- Verify incoming shipments for correct quantities and part numbers
- Identify damaged, incorrect, or missing items
- Barcode and label inventory as required
- Sort and store incoming parts in their proper locations
- Relocate and organize inventory when necessary
- Maintain accurate bin locations
- Assist with cycle counts and physical inventory when required
- Return unused or returned inventory to the correct location
- Maintain a clean, organized, and safe parts stockroom
- Assist with identifying low inventory or stocking concerns

Parts Department Support

- Assist the Parts Manager and Inventory Manager with daily department operations
- Learn and utilize company inventory and parts management software
- Assist with parts counter responsibilities when needed
- Answer incoming phone calls and direct customers or vendors appropriately
- Help prepare customer orders for pickup or delivery
- Assist with internal inventory transfers
- Support technicians and service departments with parts movement when required
- Assist other Advantage Fleet departments during periods when deliveries are not scheduled
- Complete additional duties as assigned based on department and business needs

Customer Service

The Parts Delivery Driver is often one of the Advantage Fleet employees our customers interact with most frequently.

Employees in this position are expected to:

- Greet customers professionally and respectfully
- Maintain a positive attitude during every customer interaction
- Deliver the correct parts in a timely manner
- Communicate professionally with customers, vendors, and coworkers
- Help resolve basic delivery concerns when appropriate
- Communicate customer questions or concerns to the Parts Department
- Build positive relationships with customers and vendors throughout the service area
- Treat customer property and locations with respect
- Represent Advantage Fleet professionally at all times

What We're Looking For

- Must be at least 18 years of age
- High school diploma or GED equivalent preferred
- Valid driver's license with an acceptable motor vehicle record required
- CDL is a plus but not required
- Prior delivery, warehouse, parts, inventory, or customer service experience preferred

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- Strong attention to detail and commitment to accuracy
- Excellent customer service skills
- Strong written and verbal communication skills
- Ability to work effectively in a fast paced environment
- Strong organizational and time management skills
- Ability to prioritize multiple deliveries and responsibilities
- Self motivated with the ability to work independently
- Willingness to take initiative and identify tasks that need to be completed
- Ability to follow instructions and established procedures
- Basic computer competency and willingness to learn company software
- Ability to accurately handle paperwork, inventory, and delivery documentation
- Professional demeanor when working with customers, vendors, coworkers, and management
- Ability to exercise sound judgment while operating company vehicles
- Dependable attendance and punctuality
- Positive attitude and willingness to work as part of a team
- Commitment to safe work practices and company policies
- Compliance with Advantage Fleet's drug free workplace policies

Physical Requirements

This position requires the ability to:

- Sit and drive for extended periods throughout the workday
- Regularly stand, walk, bend, stoop, crouch, and reach
- Enter and exit company vehicles frequently
- Load and unload parts throughout the day
- Frequently lift and carry parts weighing up to 50 pounds
- Occasionally handle items weighing up to 100 pounds with appropriate assistance or equipment
- Push and pull carts, parts, and materials
- Use ladders or step stools when accessing inventory
- Work in warehouse, shop, customer, and outdoor environments as required

What Success Looks Like

A successful Parts Delivery Driver understands that this position is about more than transporting parts from one location to another.

Our technicians and customers depend on receiving the correct parts at the right time.

Accuracy, communication, organization, and dependable delivery directly affect customer satisfaction and the productivity of our service operations.

Success means planning routes efficiently, delivering parts safely and accurately, maintaining organized inventory, assisting the Parts Department when needed, and representing Advantage Fleet professionally everywhere you go.

The goal is to provide dependable service that helps our customers and internal departments keep their equipment and repair operations moving.



Growth and Development

Advantage Fleet encourages employees to learn about the heavy duty truck and parts industry and gain experience throughout different areas of our organization.

This position provides an opportunity to develop knowledge of heavy duty truck parts, inventory management, customer service, warehouse operations, and parts sales.

Employees who demonstrate dependability, initiative, strong customer service, organization, and a willingness to learn may have opportunities to advance into parts counter, inventory, sales, service, or other positions as Advantage Fleet continues to grow.

We encourage employees to establish both professional and personal goals and take advantage of opportunities to expand their knowledge and capabilities.

Performance Reviews

Employee performance and progression will be reviewed periodically, with a formal performance review conducted annually. Reviews will evaluate delivery accuracy, driving safety, customer service, inventory accuracy, organization, productivity, attendance, communication, teamwork, professionalism, and overall contribution to the department and company.

Employment with Advantage Fleet is at will, meaning either the employee or Advantage Fleet may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law.