RUNNER

Posting ID: EM18313443

Company: Taney Engineering

Position Type: Part-Time

Company Website: http://www.taneycorp.com/

Work Location: Las Vegas, NV

Salary: DOE

College Major(s): Civil Engineering (CEE), Construction Management (CEM)

College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior

OVERVIEW

We are seeking a Part-Time runner. The primary role of this position is to make deliveries, submittals and pickups related to the everyday business operations. A company vehicle will be provided. This position also requires minimal administrative duties and is responsible for the monitoring and maintenance of the company vehicle that is provided. Other special projects may be assigned to assist within the office as needed.

Knowledge of the Las Vegas Valley and surrounding area roadways and highways is expected. This position requires the individual to have an active Nevada driver’s license and an excellent driving record.

Roles and Responsibilities

● Make pickups and deliveries to various entities, client offices, banks, postal offices, shipping companies and stores within and outside the local area.
● Make over the counter submittals of documents, Maps and Improvement Plans to government agencies and utility companies.
● Route Maps and Improvement Plans to utility companies and agencies for signatures.
● Pick up office and kitchen supplies as requested from various vendors.
● Pick up and deliver mail and packages to post office and shipping companies.
● Monitor the mechanical performance of the company vehicle. Notify manager of any needed repairs known.

Education and Qualifications

● Minimum High School Diploma. Prefer experience in a similar position within the local Las Vegas area.
● Prefer a minimum of 2 years and currently living in the Las Vegas area.
● Experience making deliveries.
● Positive attitude with a customer service attitude that is always willing to assist when requested.
Physical Demands:
While performing the duties of this job, the employee is regularly required to drive a vehicle for most of their shift. The employee will need to be able to sit for long periods of time while driving. The employee must be able to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.

Preferred Skills
Days and hours of work are Tuesdays and Thursdays 12:00 pm – 5:00 pm. Based on staffing needs; occasionally will be asked to work extended hours.

How to Apply
If you are interested in this opportunity, please forward your resume and letter of interest to Jodym@taneycorp.com.

Taney Engineering is and equal opportunity employer.