



## **Job Description: Logistics Specialist/Driver**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

The logistics specialist/ driver is responsible for the safe and efficient transport of production related materials as required. This is a hands-on position with direct reporting to the Inventory Control Manager.

### **Key Responsibilities:**

- Drive trucks to and from load ins/load outs and local pickups/deliveries
- Ability to excel in a loading dock environment
- Manage service and maintenance of company vehicles and all related equipment
- Maintain compliance as per DOT requirements
- Assist with rental and inventory control
- Provide general prep for loading trucks including labeling, wrapping, and packing
- Assist in waste and recycle management
- Assist in various production departments as needed

### **Qualifications:**

- Associates degree from a 2-year college or technical school
- Experience with bob-tail deliveries in the DFW metroplex
- Clean driving record, CDL a plus

### **Physical Demands**

- Ability to work overtime, anytime
- Heavy lifting required 75 lbs and up
- The ability to work in extreme temperatures in a fast paced environment

CommuniLux Production's provides a creative, collaborative and professional atmosphere working on a wide variety of projects working with a very diverse group of craftspeople/artisans, clients and vendors. We offer a competitive salary along with a full benefits package.

*CommuniLux Productions is an equal opportunity employer and does not discriminate against any person, employee or job applicant because of race, color, religion, sex, age, national origin, marital status, sexual orientation, political belief or disability.*