



Job Opening: Delivery & Training Specialist

POSITION SUMMARY

Matthews Specialty Vehicles manufactures custom purpose-built vehicles for a wide variety of customers. Just a few examples are Bloodmobiles, Medical, Bookmobiles, Dental and Public Safety Command Vehicles. We are searching for a motivated delivery and training specialist who can multitask and work independently. As a delivery and training specialist you will report to the Director of Customer Care.

The successful candidate will need to have the ability to learn the operating systems on a mobile platform and be able to pass this knowledge on to the customers during delivery of the vehicle.

ROLES & RESPONSIBILITIES

- Create a functionality inspection list when a new vehicle is turned over from production
- Prepare a customer manual notebook consisting of all the product manuals specific for each vehicle
- Prepare multiple sets of keys for the vehicle
- Drive the vehicle to the customer and train staff on the use and care of the vehicle
- Maintain and complete all paperwork associated with driving a CDL vehicle
- Train the customer on proper set up and shutdown of mobile units
- Train the customer on how to troubleshoot issues on mobile units
- Train customers on how to bleed the air out of the fuel line for the generator.
- Inform the customer on the required maintenance schedule for chassis and generator.
- Instruct the customer on the proper use of leveling jacks.
- Arrange own travel and be able to stay out multiple days (we deliver all over the USA and other countries)
- Prepare and submit expense reports
- Maintain a neat and professional appearance

REQUIREMENTS

- Must have at least a Class B or higher CDL or be able to successfully obtain one
- Must be able to obtain and keep current a Medical Examiners Certificate per DOT Requirements
- Must have an outgoing personality
- Basic Knowledge in MS Office (Word & Excel) and Google Apps
- Presentation skills a plus
- Team player and dependable
- Detailed and can work independently
- Not required but helpful, any level of mechanical knowledge

EXPERIENCE & EDUCATION

- HighSchool or Associate Degree

**Please email completed application & resume to
jvarsi@msvehicles.com**