

**JOB TITLE:** Mover

**REPORTS TO:** Dispatcher; United Van Lines division manager.

**BASIC JOB DUTIES:**

- Ensure all customers receive exceptional service from their first contact to their last contact with Reynolds Transfer.
- Communicate with and support fellow team members and customers in a variety of settings.
- Wrap dishes and fragile items in packing paper and pack them securely into containers.
- Break down and set up furniture items based on customer needs.
- Wrap furniture with pads to prevent damage.
- Safely handle and move large appliances and furniture.
- Load and unload vehicles by hand or by use of a hand truck/dolly.
- Stack and secure items in the vehicle to prevent damage during shipment.
- Organize and clean equipment and vehicles.
- Deliver and unload shipments at the customer's premises.
- Know and apply all Reynolds Transfer safety regulations.
- Immediately report any accidents to the crew leader.
- Wear acceptable uniform.

**ESSENTIAL JOB REQUIREMENTS:**

- Follows verbal and written directions.
- Adapts to changing schedules and routines.
- Responds promptly to customer needs.
- Has excellent time management skills.
- Effectively communicates and interacts positively with others.
- Acts as a team player and proactively assists and collaborates with other team members.
- Organizes, prioritizes, and meets timelines.
- Works independently, with minimal supervision.
- Is reliable and punctual.
- Has a positive attitude and professional demeanor.
- Maintains a clean, well-groomed appearance.
- Works a flexible schedule, including extended hours and Saturdays.

**PREFERRED JOB REQUIREMENT:**

- A driver's license & a clear driving record (premium pay if able to drive our vehicles).

**PHYSICAL REQUIREMENTS:**

- Able to handle heavy objects and move items for several hours a day. Able to continually move body at a fast pace. Able to frequently sit, stand, talk and hear. Able to constantly use hands and fingers to feel, handle, or operate objects, tools, or controls, and to reach with hands and arms.

REYNOLDS  
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TRANSFER & STORAGE  
— INC. —

Able to frequently climb, balance, bend, stoop, kneel, crouch, and walk. Able to frequently lift and/or move up to 100 pounds. Able to see close up and at a distance.

Full-time position (\$14/hour during probationary and training period, premium pay for a clean driving record and/or CDL license). We are an Affirmative Action/Equal Opportunity Employer.

**To apply**, please email your resume to [info@reynoldstransfer.com](mailto:info@reynoldstransfer.com) or drop off your resume at 725 E. Mifflin St., Madison, 53703. Please visit [www.reynoldstransfer.com](http://www.reynoldstransfer.com) for more information about our company.