



907.600.2727 ARCTICSHRED.COM  
PO BOX 111666, ANCHORAGE, AK 99511

## Secure Destruction Specialist – Non CDL Driver

Opening Date: 03/01/2023

Closing Date: TBD

\$20.00 Per Hour + Incentives DOE

**Reports to:** Chief Executive Officer or Management Designee

**Work Schedule:** FT Monday - Friday; 8:00 a.m. to 5:00 p.m. | Schedule is flexible with adequate planning. Arctic Shred is closed in observance of all standard Federal and Local Government Holidays including; Martin Luther King, Jr. Day, President's Day, Seward's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day.

**Work Location:** Anchorage Based HQ. Out of town Day Trips a few times per month to Wasilla/Palmer/Eagle River, Seward, Kenai/Soldotna on regularly scheduled days.

**Fringe Benefits:** PTO accrued per pay period based on tenure and FT/PT status. Up to 12 Weeks of Maternity/Paternity Leave LWOP. Truck Cell phone provided for work use. Uniform Provided by employer.

**Summary of Position Duties:** The responsibilities include but are not limited to being responsible for collecting sensitive customer information regardless of media type. Receive and call customers to inform them of your ETA as required. Relay pertinent information back to the office using good communication skills. Accurately use the field application to collect signatures in the field, input accurate volumes and update customer details as needed. Be able to plan your day accordingly based on the daily route dispatch. Able to safely lift up to 50lbs of paper in repeated motions with good lifting techniques. Have a good understanding of industry best practices. Memorize and understand our pricing structure to answer questions from face-to-face customer interactions. Have a good customer service mindset. Able to walk in and introduce yourself to businesses that are not currently our customers. Have good mechanical aptitude to perform Daily, Weekly, Monthly and Annual PMs on the truck with the assistance of the CEO & Mechanics. Clean and maintain shred trucks exterior and interior for inspections and general maintenance. Attend and contribute to weekly team and safety meetings. Sign and return PM forms to the office. Collect and return Scale tickets to the office. Good technological savvy for using drivers field app and scanner. Fill out DVIRs daily for Pre-Trip/Post-trips and return carbon copies to the office. Additionally, this position, while operating company vehicles, will use the utmost care and discretion by adhering to federal and state transportation laws and any related company policies.

### Essential functions:

- Drive Shred Trucks to customer locations for service needs.
- Excellence in customer service and great communication skills.
- Expediting equipment maintenance errands on an infrequent basis as directed.
- Report to work on time prepared to perform the duties of the position.
- Meet department productivity and quality standards.
- Able to chain up and adjust equipment as needed for the current conditions to operate in a safe manner.
- Receive, comprehend, and respond appropriately to direction.
- Work with customers to fulfill customer service requests.



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- All other duties as assigned by supervisor.
- In the event of inclement weather, report to work two hours before regularly scheduled time to allow for delays and to budget time to put tire chains on company vehicles, if necessary.
- Has a positive and respectful attitude
- Able to accept change in directions as customer needs change.
- Well organized and detail oriented
- Able to work both in a team environment and as an individual contributor.
- Able to follow all company policies and procedures.
- Self-motivated
- Works well under pressure
- Good knowledge of city streets or able to read a city map/google maps.
- Ability to use handheld device, electric pickers, drive Shred Truck, Van and/or Box truck.

**Work environment:** Must be able to tolerate heat in the summer and cold in the winter. Dress and use proper PPE for the current conditions. Working from in and out of the Cab of the shred truck to through professional office environments where a professional appearance is required.

**Physical demands:** While performing the duties of this job, the employee is regularly required to stand and walk. The employee is occasionally required to sit, climb/balance, stoop, kneel, or crouch. Must be able to reach, handle, carry, and lift between 10 lbs. and up to 50 lbs. While performing job duties, the employee is regularly required to talk, hear, read, and identify numbers for accurate order filling and receiving of material.

**Minimum eligibility requirements:**

- High School Diploma or equivalent
- Clean MVR
- Pass pre-hire background check & Random DOT FMCSA Testing
- Must be able to pass random drug screening
- Must be able to carry a company cell phone to be in constant communication with the supervisor/dispatcher
- Strong commitment to accuracy and quality
- Must be able to work overtime on occasion to complete deadlines
- Strong directional awareness and navigational skills (Will be tested on local knowledge)
- Valid State of AK Driver's License

**Preferred qualifications:**

- Industry Knowledge preferred
- CSDS Certification (Certified Secure Destruction Specialist)
- RIM (Records Information Management experience)
- 5 Years of Secure Destruction Field Experience
- Mechanical aptitude to assist in telephonic troubleshooting with the fleet in the event of a breakdown.



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**Other duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the applicant for this job. Activities, duties, and responsibilities may change at any time with or without notice.

**Additional Important Information:**

*Preference will be given to internal applicants for company growth.*

Conditional Offer of Employment:

If selected for hire, applicant will be required to pass a pre-hire drug screening and background check for NAID (National Association of Information Destruction) Compliance. Appointment in this position will be conditional based on the pre-hire screening processes due to the sensitivity of the industry while working directly or indirectly with customers information.

Application Process:

Apply online through our [www.arcticshred.com](http://www.arcticshred.com) website. Click on the careers tab and click "apply here" to begin. Please submit a resume with a cover letter explaining why you would be a good fit for the position. Please attach 3 professional references with names, titles, business when you worked with them, dates you worked together, phone numbers and email addresses for each reference. Also attach a copy of the Application Questionnaire in the email. All applicant information should be sent to us using the apply here link which sends us your information securely to our office. In the subject line please indicate which position you are applying for.

**Application Questionnaire:** *(Please circle one of the following answers for each question below and return a copy of this questionnaire with your Resume/CV, Cover Letter & Professional References)*

1. In order to be considered, applicants **must** provide accurate and complete education and work history information in its entirety. The referenced information listed in the CV will be used to determine the applicant's qualifications towards meeting the minimum requirements for the position. If the experience or qualifications are not clearly visible in the CV or Resume, your application will be considered **not qualified** for this position and you may be removed from consideration. Do you understand, in order to be considered for this position, accurate and complete education and work history must be provided?  
YES  
NO
2. Are you a current Arctic Shred or JSR Business Services LLC Employee?  
YES  
NO
3. Which of the following best describes your level of education?  
None / Less than High School  
High School Diploma / GED / or Equivalent  
Associate's Degree  
Bachelor's Degree  
Master's Degree or Higher
4. How many years of experience do you have within either the Records & Information Management Industry or the Information Destruction Industry?



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- Less than 1 year
- 1 year to less than 3 years
- 3 years to less than 5 years
- 5 years or more

5. Describe the experience you referenced for the above question and indicate which position(s) in your work history support your response. If N/A what outside industry experience do you have that would benefit this position?
6. Do you currently possess a valid State of Alaska Driver's License? If so what class and endorsements or restrictions? Class & Endorsements: \_\_\_\_\_
- YES
  - NO
7. Please describe the experience you have operating any commercial vehicles or equipment and any maintenance performed on them. Please use details that would be applicable to this position.

8. If hired, you will be required to pass a core competency knowledge based written and practical test with a score of 80% or greater after 3 attempts within the first 2 weeks from the initial start date. The tests will correspond to the position duties and requirements. Failure to pass within the allotted timeframe may result in disciplinary action up to Termination. Do you understand and agree to the above requirement?
- YES
  - NO
9. Do you agree to undergo the pre-hire background and drug screening process?
- YES
  - NO