

Parts Delivery Driver & Warehouse Associate

Company: Salt Air Heating, Cooling & Electrical

Location: Wilmington, NC (and surrounding coastal areas)

Job Type: Full-Time

Reports To: Warehouse Manager / Operations Manager

Job Summary

Salt Air Heating, Cooling & Electrical is seeking a reliable, motivated, and detail-oriented **Parts Delivery Driver / Warehouse Associate** to join our growing team. In this dual role, you will be the backbone of our field operations. You will manage incoming inventory in our warehouse and ensure our HVAC technicians and electricians have the exact parts and equipment they need, delivered safely and efficiently directly to job sites.

If you thrive in a fast-paced environment, love being on the move, and pride yourself on accuracy and safety, we want to hear from you!

Key Responsibilities

Driving & Delivery (Approx. 50-60%)

- **Job Site Deliveries:** Safely transport HVAC equipment, electrical components, tools, and parts from the main warehouse to residential and commercial job sites.
- **Technician Support:** Deliver parts directly to field technicians to keep projects on schedule and minimize downtime.
- **Safe Fleet Operation:** Operate company delivery vehicles (vans/box trucks) in strict accordance with traffic laws and company safety policies.
- **Vehicle Maintenance:** Perform daily pre-trip vehicle inspections, keep the vehicle clean, and report any maintenance or mechanical issues immediately.

Warehouse & Inventory Operations (Approx. 40-50%)

- **Receiving & Unloading:** Unload incoming shipments from vendors, verify contents against packing slips, and inspect items for damage.
- **Inventory Control:** Organize, label, and stock parts in their designated warehouse locations to maintain a clean and efficient workspace.
- **Order Picking:** Accurately pull and stage equipment and parts for the next day's scheduled jobs.
- **Returns & Warranty:** Process unused parts returned from job sites and assist with preparing warranty items for vendor return.

Qualifications & Skills

Required:

- **Driver's License:** Valid driver's license with a clean, insurable driving record (MVR check required).

- **Physical Capability:** Ability to lift up to 50–75 lbs regularly and navigate job sites (loading/unloading heavy HVAC equipment like condensers and furnaces).
- **Tech Savvy:** Ability to use a smartphone or tablet for GPS routing, delivery tracking, and basic inventory software.
- **Reliability:** Excellent punctuality, time-management skills, and a strong work ethic.

Preferred:

- Prior experience as a delivery driver, courier, or warehouse associate.
- Basic familiarity with HVAC or electrical parts and terminology is a major plus, but not required (we will train the right person!).
- Experience operating a forklift (certification is a plus).

What We Offer

- Competitive hourly pay (based on experience).
- Health, dental, and vision insurance benefits.
- Paid Time Off (PTO) and paid holidays.
- Company-provided uniforms.
- A supportive, team-first working environment with opportunities for career growth within the trade industry.

About Salt Air Heating, Cooling & Electrical

At Salt Air, we pride ourselves on providing top-tier comfort and electrical solutions to our coastal community. We operate on a foundation of high quality, integrity, and exceptional customer service. We treat our employees like family and believe that supporting our team in the warehouse and field is the key to our collective success.

To Apply: Please submit your resume and a brief summary of your driving/warehouse experience.