

Detroit Lakes, MN

22796 County Highway 6  
Detroit Lakes, MN 56501  
218-846-1465

Grand Rapids, MN

1851 E Hwy 169, Wilson 105-ICC  
Grand Rapids, MN 55744  
218-322-2304



Bloomington, MN

2200 West 94th Street  
Bloomington, MN 55431  
952-456-8470

Watford City, ND

1806 24th Avenue SE  
Watford City, ND 58854  
701-444-2202

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## JOB DESCRIPTION

### Courier/Lab Receiving

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<b>DEPARTMENT:</b>	<b>Bloomington - Courier</b>	<b>EXEMPTION STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Territory/Courier Logistics Manager		Full-time
<b>DATE PREPARED:</b>	<b>April 2019</b>	<b>STARTING PAY:</b>	<b>\$13-\$15/hr DOQ</b>

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#### POSITION SUMMARY

RMB is seeking a full-time employee located in reasonable proximity to our Bloomington, MN lab. Our Territory Representatives are responsible for performing the daily pick-up and delivery of various items with an emphasis on safety, accuracy, and customer service. Territory Representatives are called upon to interact with a diverse portfolio of existing and prospective clients and partners to perform reconnaissance, promote RMB services, and make referrals. Additionally, this position will assist the Technical Director with sample receiving and assist in laboratory analysis.

Duration of work shifts will vary depending on the season and the client sampling schedule/volume. Most work shifts will be between 8 and 10 hours.

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#### DUTIES & RESPONSIBILITIES

Safely transport client samples, re-stocked return containers, supplies, interoffice mail, and related material.  
Operate a smart phone, desk-top, or mobile computer to accurately record visits, plan and execute routes, communicate, record vehicle-related data, and accomplish time and attendance reporting.  
Complete a daily written, legible log of route stops, times, and volume.  
Strictly observe operating policies, procedures and service schedules.  
Demonstrate safe and courteous driving behavior.  
Present a professional image to clients and the public through appearance and interaction.  
Conduct pre/post trip vehicle inspections with some routine maintenance and maintain a clean, neat, and orderly vehicle.  
Assist with sample check-in through client reception.  
Input sample information into Laboratory Information Management System (LIMS).  
Assist with sample analysis as directed by Technical Director.  
Demonstrate teamwork, cooperation, and adaptability with teammates and clients.  
Work to promote RMB team culture.  
Demonstrate a positive and polite demeanor and show respect, in words and actions, towards all individuals and groups.  
All other job-related duties as assigned.

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#### EDUCATION & EXPERIENCE

High School diploma or equivalent.  
Relevant industry/driving experience preferred.  
Must be 21 years of age.

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#### CERTIFICATES, LICENSES & DESIGNATIONS

U.S. Citizen or legally admitted alien.  
Valid Driver's License

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**KNOWLEDGE, SKILLS & ABILITIES**

Demonstrated dependability and reliability.  
Expert level knowledge of motor vehicle operation and driving laws/rules.  
Basic knowledge of motor vehicle routine maintenance.  
Basic knowledge of the RMB company, history, and scope of services provided.  
Basic knowledge of the portfolio of clients served and partner relationships.  
Demonstrated ability to follow procedures closely.  
Familiarity working with and adapting to technology.  
Disciplined, defensive driving skills and a clean driving history.  
Skill at listening, speaking, and communicating.  
Strong customer service and interpersonal skills.  
Ability to adapt to change and to unexpected situations.  
Ability to remember and retain detailed information.  
Ability to plan, organize, and execute a daily route to meet the needs of the client and the company.  
Ability to pass initial and random drug screen.  
Frequent standing, walking, lifting, bending, and driving.  
Extended periods of sitting.  
Ability to bend, twist, squat, lift, carry, and climb in and out of vehicles.  
Must be able to grasp, lift, carry, maneuver a minimum of 50 lbs.  
Drive a vehicle throughout the shift on various roads in varying conditions.

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**WORKING CONDITIONS**

RMB labs are indoor, climate-controlled environments.  
Time on the route is, in and out of the vehicle frequently; climate controlled while driving and subject to current weather when making visits.  
Client/Partner visits are typically indoors and will vary from large shops, to controlled labs and offices, to treatment plants, to residences, and retail spaces.

<b>Working conditions</b>	<b>Frequency</b>
Exposure to outdoor conditions	Frequent
Precipitation, Extreme Cold, Extreme Heat	Occasional
Low visibility	Occasional
Darkness	Frequent (seasonal)
Extreme Noise	Infrequent
Moving parts	Occasional
Slippery conditions	Occasional (seasonal)
Exposure to chemicals	Occasional
Technology Screens	Frequent
Vehicular Traffic	Frequent

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Note: Job Descriptions are not exhaustive lists of all skills, responsibilities, or efforts associated with a job. They reflect principal job elements essential for performing the job and evaluating performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.