



6620 Highland Rd., Suite 240  
Waterford Township, MI 48327  
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**Title: Fleet Lead Courier**  
**Reports to: Courier Supervisor**

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**Position Summary:** The Fleet Lead will maintain all Helix Diagnostics fleet vehicles to ensure that our team of Couriers have a safe and well-equipped vehicle to complete their daily route. The Fleet Lead is integral in providing exceptional customer service to our customers each day.

**Job Specific Duties and Responsibilities:**

- Maintain cleanliness of all vehicles (inside and outside)
- Fill all vehicles fuel tanks before each route
- Responsible for daily tracking of performance metrics, including mileage of each vehicle
- Maintain all maintenance on all vehicles including oil changes, tire rotations etc.
- Ensure all handheld devices are fully charged and ready for use before each route
- Stock all vehicles with all necessary supplies to perform job duties successfully
- Assist courier dispatch lead with any will calls, paperwork or route coverages when necessary
- Manage keys and back up key supply on all vehicles
- Keep all vehicle registrations and insurance documents to a current & compliant status
- Assist with other courier duties as assigned and when necessary

**Qualifications:**

*Required:*

- High school diploma or equivalent
- Valid driver's license
- 1+ year of experience in a related role or supervisory experience

**Knowledge, Skills, and Abilities:**

- Excellent customer service skills
- Positive communication skills
- Ability to problem solve issues
- Strong attention to detail and organizational skills
- Proficient with Microsoft Office applications

**Position details:**

Full time, non-exempt  
Monday – Friday  
Hours: 12:00 - 8:30 p.m.

*COVID-19 considerations: All employees are required to be tested weekly for COVID-19, regardless of vaccination status. All employees are required to wear masks*

**Who We Are:**

Helix is a value-based, state-of-the-art clinical laboratory on a mission to elevate the lab space through compliance, high ethics, innovation and a best in class client experience. Helix incorporates the latest technology and methods to provide comprehensive diagnostics including toxicology testing, pathogen detection, blood testing and Pharmacogenomics (PGx) testing.

**Expected Use and Disclosure of Protected Health Information:**

Employees in this position are expected to have access to protected health information and other confidential business information from throughout the organization as is needed to fulfill their responsibilities in evaluating and reducing risk to the organization. No protected health information will be disclosed outside the organization unless specifically required by state or federal law.

\*This document is intended to describe the general nature and level of work performed and the requirements of the position. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities of personnel so classified; nor is it intended to limit the right of any leader to assign or direct employees under his/her direction.