

<b>Job Title:</b>	Driver	<b>Job Code:</b>	
<b>Department/Group:</b>		<b>Department Code:</b>	
<b>Location:</b>		<b>Location Code:</b>	
<b>Position Type:</b>	Full time	<b>Travel Required:</b>	Daily
<b>Reports to:</b>	Warehouse & Logistics Manager	<b>Responsible for:</b>	n/a

**Job Description**

**PURPOSE OF THE JOB**

Delivering goods to our customers consisting of multi-drop deliveries and collections around the local area, in a timely and effective manners whilst ensuring excellent levels of customer service are maintained.

**KEY ACCOUNTABILITIES**

- To be a company representative at customer premises, adopting a professional, friendly and courteous manner at all times;
- Load and unload stock safely, ensuring the compliance of health and safety to self and to that of others;
- Ensure the safe and secured carriage of products and retention of product with the use of retention aids, such as ratchet straps, ropes, load binding chains and sheeting applied when required;
- Ensure the correct completion of tachograph records to the current required road transport legislation, and in compliance with our operator's licence requirements;
- Carry out and record daily vehicle checks prior to commencement of daily duties ensuring roadworthiness of vehicles at all times and ensure high standards of vehicle cleanliness are maintained;
- Deal first hand with any customer issues in a polite and courteous manner;
- Support the warehouse team with picking, packing and general warehouse duties
- Assist as otherwise required by the business.

**PERSON SPECIFICATION**

- Full UK Driving licence with CPC Driving qualification (7.5 tonne)
- Previous experience working in a modern, fast paced warehouse environment;
- Have a strong knowledge of the local area;
- Good level of numeracy and literacy;
- Knowledge of general engineering products (tools, fasteners, pipeline etc);
- Good communication skills both written and verbal;

**DESIRABLE**

- Counterbalance and Reach FLT Licence
- Overhead crane Licence

<b>Reviewed By:</b>		<b>Date:</b>	Date
<b>Approved By:</b>	Name	<b>Date:</b>	Date
<b>Last Updated By:</b>	Name	<b>Date/Time:</b>	Date/Time