

JOB DESCRIPTION

Post	Driver – Stores Person
Department	Stores/Despatch
Reporting to	Senior Store Person
Salary range	
Date of Job Description	

KEY FUNCTION:

Responsible for driving Company vehicles, and other vehicles authorised and insured by the Company, in accordance with the Company's Driving & Travel Policy and with current legislation.

Main Duties and Responsibilities of the post	
	<ul style="list-style-type: none"> • To drive authorised vehicles being used on behalf of the Company in accordance with Company policies and legislation, taking into account environmental considerations, eg. managing routes to minimise environmental impact and evaluating the necessity of the journey
	<ul style="list-style-type: none"> • Maintain and check the company vehicles to Company policy and regulations and ensure that Company vehicles are kept clean and presentable
	<ul style="list-style-type: none"> • Maintain journey records and ensure vehicle recording devices are operating correctly, making available any recorded information on request
	<ul style="list-style-type: none"> • Maintain an up-to-date mileage log and fuel usage log
	<ul style="list-style-type: none"> • Drive any vehicle allocated to you by the Company in a safe, considerate and courteous manner ensuring, as far is reasonably possible and practicable, that the vehicle and any Company property is not damaged
	<ul style="list-style-type: none"> • Ensure that all finished products arrive from vendors in good condition and correct to purchase order and that goods are accompanied by the correct paperwork
	<ul style="list-style-type: none"> • Enter accurate information onto CPL system (MRP), booking in finished product on the system and ensuring recording of correct stock location and rotation of finished goods and maintaining up to date records in accordance with Company procedures
	<ul style="list-style-type: none"> • Responsible for the correct packing and despatch of parts to vendors and completed product to customers <ul style="list-style-type: none"> ○ Check issue levels for picked parts ○ Ensure that all parts are undamaged and to specification

	<ul style="list-style-type: none"> ○ Package to the customers' requirements and in accordance with any risk prevention measures required ○ Ensure goods are accompanied by the correct paper work
•	Transport, or make arrangements for the transportation of, materials/goods internally and externally as and when required
•	General administration of Company processes: <ul style="list-style-type: none"> ○ Raise purchase orders, both internally and externally, to sub contract suppliers ○ Check and sign delivery notes from Customers, Suppliers and Subcontractors
•	Take responsibility for the security of Company property, or that of any people (including clients/customers) in your charge
•	Maintain good communication with and throughout the Company, and with clients/customers as required
•	Any other reasonable duties associated with, or complementary to, your role as required

Other Duties and General Requirements	
•	Comply with the Company's Code of Conduct and Policies contained within the Company's employee handbook at all times, coaching and leading in compliance at all times
•	Ensure that high standards of workplace safety, cleanliness and tidiness are maintained, ensuring that desks and equipment are used in the correct fashion and that no items are put on floors or near exits
•	Work in a manner safe for themselves and colleagues and in accordance with Health & Safety policies, legislation, procedures and risk assessments
•	Be aware of, contribute to and follow standards and accreditations the Company accreditations may acquire or aspire to, including ISO9000 & AS9100
•	Adopt a flexible approach to work and participate constructively in Company initiatives and activities

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • General education to level 2 standard 	
Experience	<ul style="list-style-type: none"> • Experience of driving on a commercial basis • Experience of carrying out basic checks and maintenance of a Company's vehicles 	

Skills, knowledge and competencies	<ul style="list-style-type: none"> • Good driving skills • Good communication skills • Working knowledge of driving legislation and regulations 	
Personal characteristics	<ul style="list-style-type: none"> • Ability to work flexibly • Ability to work independently and as part of a team • Positive attitude • Approachable 	