**ROLE PROFILE**

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| **Role Title** | **Van Driver** | **Location** | **Orbital West** |
| **Business Unit** | **Logistics** | **Job Family** | **Logistics** |
| **Reports to Role Title** | **Transport Controller** | **Sub Family** | **Transport** |

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| **Purpose** |
| |  | | --- | | To deliver orders to a customers’ premises in a courteous and efficient manner. | |
| **CORE ACCOUNTABILITIES** |
| * Keep all vehicles in good order and to carry out daily vehicle inspections as per Standard Operating Procedures (SOPs). * Advise and assist with the loading and unloading of vehicles according to depot working practices. * Deliver orders to customers in a courteous and efficient manner as tasked, completing all customer paperwork as directed and ensuring compliance with Optrak delivery schedules where applicable. * Comply with all health & safety requirements including use of PPE at all times. * Adhere to all training guidelines * Complete all paperwork and administration required accurately, including the responsibility where necessary, for cash collection in accordance with SOPs. * Comply (when driving on Company business) with all relevant road traffic acts and EC regulations currently in force, and applicable working hours regulations. * Record, collect and return to the depot all empties, returns and damages placing them in the correct locations as directed. * Ensure that the vehicle is maintained in a roadworthy condition & all defects are reported daily * Responsible for ensuring that the vehicle cab and load space are kept clean at all times and the load space is emptied at the end of each working day. * Ensure that loads are maintained in a safe and stable manner so as to minimise the possibility of damage to stock or injury to persons. * Attend driver debrief and liaise with appropriate staff on return to depot to ensure that all tasks have been achieved successfully. * Direct the work of Drivers Mates, if used. * Assist with drivers mate & warehouse duties when required. * Assist the Team Leader or Distribution/Shift Manager as required   KPIs   * Stock breakages * OTIF * Company & Depot standard KPIs |
| **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** |
| **Internal:**   * Depot management & colleagues   **External:**   * Customers * Members of the public |
| **KNOWLEDGE/ EXPERIENCE/ SKILLS** |
| |  | | --- | | **ESSENTIAL:**   * Must possess time management skills and be able to meet targets. * Physically able to carry out duties | |
| **PROFESSIONAL QUALIFICATIONS & EDUCATION** |
| **ESSENTIAL**   * Minimum age 21 due to driving license requirements * GCSE Maths & English preferred * Driving Licence for relevant class of vehicle, clean preferred – maximum 6 points. When applicable |

Back Office Use only:

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| **Job Code** |  | **Reward Level** |  | **TW Grade** |  |
| **Salary Survey Ref** |  | **Career Level** |  | **Date Created** |  |
| **Salary Min** |  | **Salary Mid** |  | **Salary Max** |  |