**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** |
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|  To deliver orders to a customers’ premises in a courteous and efficient manner.  |

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| **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
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| **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** |
| **Internal:** * Depot management & colleagues

**External:*** Customers
* Members of the public
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| **KNOWLEDGE/ EXPERIENCE/ SKILLS** |
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| **ESSENTIAL:*** Must possess time management skills and be able to meet targets.
* Physically able to carry out duties
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|  **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
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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** |  |