

JOB TITLE: DRIVER & WAREHOUSE (SOLIHULL / BIRMINGHAM)

MAIN PURPOSE OF JOB:

To provide reliable and courteous delivery service to customers, to operate and maintain assigned vehicle(s) in a professional and safe manner. To help maintain a safe and efficient warehouse, moving and transporting goods using the appropriate equipment and safety equipment. To maintain company documentation and follow processes. To be flexible in all areas of the business and to assist as advised by the line manager

RELATIONSHIPS

RESPONSIBLE TO:

Branch Manager

LIAISON WITH:

Branch Managers, Customers and Office Staff etc

MAIN TASKS OF JOB:

PRIMARY RESPONSIBILITIES

1. Provide a reliable and friendly delivery service to all customers
2. Build strong customer relationships – As a front-line driver it is essential that you can build a strong rapport with our customers and colleagues
3. Operate assigned vehicle in a safe and courteous manner
4. Maintain defensive driving & keeps the assigned vehicle(s) clean inside and out
5. Maintain accurate and up-to-date records of trips
6. Perform minor maintenance tasks and vehicle checks on assigned vehicle(s)
7. Maintain safe operating / best practise and always use appropriate PPE and equipment
8. Respond immediately to accident or medical emergencies by notifying emergency services and the office
9. Fuel the assigned vehicle(s)

Secondary Responsibilities - Warehouse Support:

10. To obtain good all-round knowledge of company products
11. Support trade counter staff and service customers' needs during busy periods
12. Ensuring the proper storage and inventory of all parts

You may be required to perform other duties that may be reasonably expected of you within the company. Amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

SKILLS REQUIRED:

- i. Must have a clean UK driving license
- ii. Forklift license or previous experience

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- iii. Physically fit as the role requires manual handling and prepared to work with large and heavy items such as boilers and radiators
 - iv. knowledge of the plumbing and heating industry would be beneficial but not mandatory
 - v. Good communicator & team player with good sense of humour