**Job Description**

**Service Driver**

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| **Job Details** |

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| Reporting to: Area Manager |  | Date: February 2013 |

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| Department: Operations |  | Location: Bridgend |

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| Responsible for: Delivery and collecting of stock to and from Client Sites |

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| **Job Summary** |

The Service Driver is responsible for the Delivery and Collection and Servicing of Potable Sanitation Units using a vehicle supplied by the company.

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| **Key Responsibilities** |

**Responsibilities**

* Driving Company vehicles to client sites in a safe manner
* Ensuring portable sanitation units are delivered, collected and serviced in line with company standards, procedures and Health & Safety Regulations
* Delivering stock to our clients in different national locations, as required
* Collecting stock from our clients at different national locations, as required
* Conducting daily maintenance and Checks on Vehicles
* Maintaining all required paperwork in line with procedures and requirements and ensuring correct paperwork is used to capture clients signatures
* Inputting information into various IT supporting equipment where necessary
* Ensuring all duties are in line with H&S requirements
* Any other reasonable task required by the company

**Key Skills**

* Good oral and written communication skills
* Ability to work to a high level of accuracy with particular attention to detail
* Excellent customer service skills and telephone manner
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team with limited supervision
* Good product knowledge upon completion of in-house training
* Excellent knowledge of Health & Safety working and be aware that this job is physically demanding with work mainly carried out outside.
* Timekeeping and attendance are essential to maintain customer demands

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| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name: |  | Date: |

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| Signature: |

**Manager:**

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| Name: |  | Date: |

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| Signature: |