**Job Description**

**Van Driver Operative**

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| **Job Details** |

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| Reporting to: Supervisor |  | Date: 1st December 2013 |

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| Department: Operations |  | Location: Wokingham |

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

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| **Job Summary** |

The role of a van driver is drive the van to customer sites and to ensure all duties associated to their role are fulfilled in line with company procedures.

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| **Key Responsibilities** |

**Responsibilities**

* Delivering stock to our clients in different national locations, as required
* Collecting stock from our clients at different national locations, as required
* Loading and offloading stock from a wide range of company vehicles
* Counting and logging the types of stock that are to be delivered and collected
* Fulfilling all tasks associated with their particular role
* Maintaining files, records and routines needed to insure the efficient operation of the mobile service, such as delivery and pick-up logs
* Ensuring stock is safely secured
* Keeping your vehicle in good condition in line with VOSA regulations
* Take the quickest route to your destination. (good map reading an advantage)
* Ensuring all signatures required are obtained from clients as necessary
* Acting as company ambassador when dealing with customers
* 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

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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: |