



Delivery Driver Job Description

Job Title	Delivery Driver
Reports to	National Scheduling and Logistics Manager
Date Reviewed	September 2018

Background

This is an exciting new opportunity to join the UK's largest independent cleaning equipment and service provider. The business has grown to annual turnover in excess of £24m through organic sales contract wins as well as the recent acquisition of three competitors during the last 12 months. With projected turnover growth for 2018, the organisation is building a solid platform for further growth by strengthening the team further. With this in mind, the Hub and Logistics Team based in Eastleigh is expanding, with a new opportunity for a Delivery Driver.

The Role

You will be responsible for the delivery, collection, installation and training of our products to our varying customer base. A key component of the team's purpose is to use their engaging personality to inspire and excite customers and colleagues about the features and benefits of our latest products, technology and innovations.

Detailed Tasks and Responsibilities Include:

- Provide support to the Sales and Key Account Management Team in the delivery, collection, installation and training of our products at customer sites
- Supply useful, insightful information during demonstrations as well supporting Key Account Managers by demonstrating product options to customers when required
- Complete all company paperwork diligently and promptly
- Work with the company's internal system (SERVICESMARTlite) in updating job progress via tablet
- Contribute to key process improvement initiatives
- Load vehicles with listed equipment, ensuring equipment is loaded correctly and taking precautions to strap and secure equipment safely
- Ensure all equipment accessories are loaded and form part of the delivery/ collection
- Record accurately serial numbers and full details of company asset as part of the asset management process



- Pay close attention to compliance information associated with the delivery of the equipment, specifically storage/ customer instructions/ PA testing dates and other legislative matters i.e. manual handling
- Unload listed equipment and store safely as directed by your line manager/ customer
- Sort equipment to be delivered according to the correct delivery note
- Receive emails, telephone and verbal messages on equipment to be delivered and information on recipients such as names, addresses, telephone numbers and delivery instructions
- Support the effective planning and following of the most efficient routes for all equipment to be delivered
- Obtain signatures for all deliveries and collections

Candidate

- Full UK Driving Licence
- You must hold a licence to drive a 7.5 tonne vehicle
- Experience in the installation of cleaning equipment
- Experience in delivery/installations and training preferred
- Customer Centric
- Flexible
- IT Literate
- Problem Solver & Strong Communicator

Offer

- Extremely competitive salary package
- Workplace Pension
- Childcare Vouchers
- 21 days holiday

Equal Opportunities

Our company are an equal opportunities employer and welcome applications from all suitable qualified persons regardless of their sex, marital status, disability, religion, creed, colour, race, nationality, ethnic origins or social background, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable.

If you are successful and are invited to an interview, you should ensure that you bring with you to the interview the correct documentation to confirm your right to work in the UK e.g. your passport (current or expired) or birth certificate with a letter confirming your national insurance number.

To apply, please send your CV to hr@ice-clean.com.