

# Job Description

<b>Position in the Organisation</b>	Assistant Deliveries Coordinator
<b>Department</b>	Sales -Local Deliveries
<b>Location</b>	Birmingham
<b>Responsible to</b>	Deliveries Coordinator/Sales Manager

## Main Purpose of Job

- To provide support for the Deliveries Coordinator to ensure cost effective, timely and accurate parts delivery service to our customers
- To assist with supervision of all departmental vehicles, drivers and routes to ensure all orders are delivered to relevant timescales on a daily basis.
- To ensure strict adherence to Health & Safety issues including defect reporting, servicing of vehicles and driver competency in conjunction with the Transport Coordinator.
- To continuously identify opportunities for improvement of the department and implement such improvements where agreed.

## Main Responsibilities

- In conjunction with the Deliveries Coordinator;
- To coordinate vehicles, drivers and deliveries to provide optimum service to our customers. To ensure that all drivers are trained and licenced to do the job to the required standard (including agency staff).
- To ensure all relevant paperwork is completed by drivers in a timely manner including accident reporting, defect reporting, company policies, driving licence checks, delivery sheets etc.
- To ensure all cash, cheques and returned parts for credit are dealt with correctly and in line with company procedures
- To liaise with the Transport Coordinator to prioritise vehicle repairs ensuring prompt, cost-effective repairs are carried out with strict adherence to safety issues.
- To ensure that vehicles are effectively maintained and road worthy including interior/exterior presentation.
- To support cost effective vehicle operations i.e. fuel, repairs and maintenance, accidents, hire vehicles etc are authorised and approved in line with company policies.
- To support cost effective deployment of staff into other areas if drivers workload temporarily reduces.
- To ensure working time of drivers is in line with Company policy.

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- To support effective management of the health and safety requirements of the vehicles and drivers in line with Company and HSA requirements / directives. Reporting any R.I.D.D.O.R reportable accidents immediately to the Operations Director and to induct all new members of staff into the company and train where required.
- To provide first line management as appropriate for sales driver personnel issues including sickness absence, time keeping and work performance in line with Company policy to help maximise work efficiency.
- General housekeeping of the Sales Delivery Area.

### General Responsibilities

At all times promote a good image of the Company.  
Read Company rules, procedures and agreements and any notices displayed by the Company.  
Complete Company documentation as required.  
Report all hazardous situations or dangerous occurrences immediately to your Manager.

### Limit of Authority

No authority to commit the Company to capital expenditure.  
No Authority to issue petty cash.  
No Authority to sign expenses  
  
No Authority to suspend staff pending investigation.  
No Authority to dismiss staff.

### Security

All company business to be treated in the strictest confidence and not be disclosed to persons outside the Company.

### I have read and understand the above Job Description

<b>Signed:</b>		<b>Name:</b>	
<b>Date:</b>		<b>Manager:</b>	

