

# Job Description

|                                     |                |
|-------------------------------------|----------------|
| <b>Position in the Organisation</b> | Branch Driver  |
| <b>Department</b>                   | Sales          |
| <b>Location</b>                     | Branch         |
| <b>Responsible to</b>               | Branch Manager |

## Main Purpose of Job

- On time delivery of parts to customers in a safe and economical way

## Main Responsibilities

- Pick parts as required
- Arrange deliveries depending on customers in a logical and efficient manner
- Collect payment on delivery for COD deliveries
- Ensure Proof of Delivery signatures are obtained from all account customers
- Drive in a safe and responsible manner
- Ensure all mileage forms are done daily
- Solve any customer issues where possible or refer back to Branch for attention
- Ensure Company vehicle is in a roadworthy condition and that all levels e.g. oil, water and tyre pressures are correct
- Ensure company vehicle is cleaned every week
- Report any accidents and any driving concerns
- Ensure personal appearance is clean, tidy and presentable at all times as a representative of the Company
- Make sure all marketing material, sales offers or anything else that the BM gives you is sent out with all deliveries.
- Make sure you are wearing safety PPE and uniform at all times, inside and outside your branch.
- Ad hoc duties as required by the manager

## General Responsibilities

At all times promote a good image of the Company

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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 authorise local purchase orders

No authority to issue petty cash

No authority to discipline or dismiss staff.

## Security

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

## I have read and understand the above Job Description

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