

Job Description: Parts Delivery Driver

Key purpose of the job:

To ensure the smooth distribution of the parts supply operation, while maintaining a professional working relationship with internal and external customers.

Organisational relationships:

Responsible to: Parts Manager
Direct supervisor of: None
Horizontal relationship with: Parts Sales/Delivery staff.
Regular liaison with: Parts Manager.
Hours of work: Per your contract of employment and as required to carry out your job function successfully.

Authority levels:

Petty Cash: None.
Cheque Signatory: None.
Revenue Expenditure: None.
Personnel: None

Main responsibilities:

- 1 To deliver and collect goods, to or from customers and suppliers.
- 2 To ensure that all monies received or refunded are dealt with inline with company policy.
- 3 To take part in all stock checks.
- 4 To carry out daily checks on your vehicle i.e. oil, water, tyres etc.
- 5 To ensure that your vehicle is clean inside and out, and that any damage is reported to the Parts manager.
- 6 To wear corporate clothing and / or a name badge, if required.
- 7 To attend all internal or external training courses as may be required by the company or manufacturer.
- 8 At all times to promote the best interest of the company, when dealing with colleagues, customers or the manufacturer.