



Delivery Driver

Reports to: Branch Manager

Job Purpose:

To support the Branch Manager and Assistant Branch Manager in ensuring safe, efficient parts deliveries and collections while providing excellent customer service. The role assists with maintaining effective stock handling, vehicle care, and operational standards within the business unit.

Key Responsibilities

Customer Service & Delivery

- Carry out accurate and timely parts deliveries and collections while providing excellent customer service.
- Communicate company and local promotions to customers where appropriate.

Sales & Business Support

- Support branch activities that contribute to sales performance and customer satisfaction.
- Assist branch management with the collection of aged debt where required

Financial Handling

- Ensure all monies and other forms of payment are handled securely and transferred to branch staff in accordance with company procedures.
- Report any discrepancies to branch management.

Stock & Inventory Control

- Ensure company stock is stored and transported safely in accordance with health and safety requirements.
- Check customer returns and ensure they are processed correctly with all necessary paperwork.
- Assist in identifying and managing slow-moving or obsolete stock.

Operations & Customer Service

- Maintain a professional appearance and contribute to a clean and tidy branch environment.
- Support efficient day-to-day branch operations through reliable delivery and collection services.
- Maintain the cleanliness, condition, and safe operation of company vehicles used for deliveries and collections.
- Support branch management in maintaining efficient operational processes.

Compliance & External Relations

- Follow company health and safety policies and procedures at all times, ensuring safe handling, storage, and transportation of stock.
- Complete all company paperwork accurately and in line with company procedures.

Business Awareness

- Maintain awareness of company products, services, and promotions to better support customer interactions and branch objectives.

The Power to Supply

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