

JOB DESCRIPTION

Purpose of role	A driver in this position is responsible for the timely delivery of good from one location to another, potentially with stops during the journey. The driver will be responsible for the product during the journey and will oversee the loading and unloading processes.
Main duties and responsibilities	<p>Core objectives include:</p> <ul style="list-style-type: none">• Drive vehicle combinations to destinations in accordance with regulations and company procedures• Load and unload delivery vehicles for delivery either individually or with assistance, with or without mechanical freight handling equipment• Perform frequent lifting, pulling, pushing and carrying of freight• Inspect delivery vehicles for defects and safe operating condition before, during and after trips• Submit pre-trip Inspections, scheduled inspections and if required Vehicle Defect reports on vehicles prior to commencing shift• Ensure that all load documentation required to move with freight is available for inspection and that appropriate paperwork accompanies freight when delivered• Maintain records required for compliance with state and federal regulations <p>The above list is not exhaustive and the role may change to meet the overall objectives of the company.</p>
Other duties	Fulfil other duties as required by management and other department personnel as requested/required.

PERSONAL REQUIREMENTS

Qualifications	<ul style="list-style-type: none">• Current driver's licence, relevant to the vehicle driving• Current forklift licence favourable
Experience	<ul style="list-style-type: none">• Relevant experience in a similar role within in a similar industry
Knowledge	<ul style="list-style-type: none">• Knowledge of state and federal regulations pertaining to the role
Skills & competencies	<ul style="list-style-type: none">• Customer service focused: committed to providing exceptional customer service across all channels – written, phone and face to face.• Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience.• Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally.• Commerciality: ability to apply knowledge in a practical, commercial manner.• Teamwork: willingness to assist and support others as required and get on with team members.• Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
Personal attributes	<ul style="list-style-type: none">• Professional approach.• Ability to work under pressure.• Organisational and time management skills.• Excellent attention to detail.• Confident manner.• Positive approach to change.

EXPECTED PHYSICAL ACTIVITIES

This role is very physical in nature and includes but is not limited to the following actions or activities:

- Pushing
- Pulling
- Bending
- Kneeling
- Twisting
- Walking
- Driving
- Lifting items up to 30+ kgs, multiple times per day
- Climbing in and out of vehicles of varying types and sizes
- Tensioning load straps at or above shoulder height
- Operating a forklift on mildly rough terrain
- The environment can be dusty and dirty
- Walking on uneven ground

