

Job title: HGV Driver

Reports to: Transport Supervisor

Location: Slinfold, West Sussex

Role Summary: To manage deliveries of the company's products to customer sites, to include when required the loading and unloading of trucks. To provide good customer service on sites acting as an ambassador for the company.

Roles and Responsibilities

- To drive in a safe, respectful and competent manner always, respecting other road users and acting as a positive extension of the company in marketing Cordek.
- To ensure that all truck journeys are conducted in compliance with all relevant UK legislation to include all DVSA requirements, government legislation and FORS, including tachograph readings, driver hours, maintenance schedules and health and safety law.
- To oversee and assist with the loading of your truck in the Cordek yard, making sure the product loaded matches the delivery documentation assigned for that day's route.
- To help ensure a high levels of fleet utilisation is achieved, you should work to reduce lost time on customer sites and non-scheduled or additional breaks.
- To act responsibly in the management and safe keeping of your truck, by driving, parking, loading, and maintaining your truck in a compliant and responsible manner.
- To not interfere or alter any vehicles or equipment in any manner, and to immediately reports any damage to the transport office
- Swift reporting of accidents or incidents to the transport office that occur on the road or site
- Complete all administrative tasks associated with role, including work sheets, tachograph records, delivery paperwork, proof of delivery and holiday records.
- To assist with any task at Cordek if you are not required to drive, which could include working in production, the yard, or the office in completing any tasks requested.
- Liaise with the warehouse, sales and other departments to ensure that there is effective co-ordination of operational activity to ensure that customer requirements are met.
- To provide a flexible, responsive, first class customer service experience
- Ensure that all aspects of Health & Safety and Environmental legislation are adhered
- To undertake additional training as and when required

Key skills/qualifications

- At least 5 years' experience in the transport industry and a current CPC licence holder
- Experience with driving 7.5 ton within a customer facing environment, unloading on site
- Full and Clean UK driving license.
- Beneficial if you also hold a LGV/HGV Class 2 License
- Forklift licence would be beneficial although full training will be provided
- This job is physical and will involve some lifting and carrying to load / offload your truck
- Excellent communication skills in both written and verbal English

Person Specification

- Positive attitude, confident, team player with ability to work on their own initiative.
- Ability to work under pressure and to work to deadlines