

JOB TITLE: HGV DRIVER

Reports to: Distribution Manager

Location: Slinfold, Horsham, West Sussex

Hours: Monday to Friday, a total of 40 hours, 6.00am to 2.30pm with a half-hour unpaid lunch break.

The Company:

Cordek Limited specialise in providing a wide range of solutions for the construction industry. Initially this role relates mainly to the design, manufacture and supply of bespoke complex formwork. Cordek also provides creative solutions for a wide range of other sectors: from marine, leisure and exhibitions to film and theatre.

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.

Responsibilities:

- To carry out daily vehicle walk around checks upon first use of any vehicle you are about to drive, reporting any defects to the Transport Supervisor prior to the operation of any vehicle
- To always drive safely and respectfully, paying attention to vulnerable road users
- To ensure all journeys are conducted in compliance with all relevant UK legislation to include DVSA requirements, FORS requirements and the Highway Code
- To always conduct your duties in compliance with all Health and Safety laws and policies
- To assist with the safe and efficient loading and unloading of your designated company vehicle and to ensure all products match the delivery documentation
- To achieve efficient route optimisation and fleet utilisation, you should use technology provided by the company as well as your own knowledge of routes and government directives to actively minimize delays by adjusting routes and breaks accordingly
- To ensure all delivery documentation is completed and signed
- To communicate with all colleagues within the business in a professional manner
- To ensure that all software updates are regularly downloaded to all in-cab technology including mobile devices and satellite navigation
- To assist with any task at Cordek if you are not required to drive, which could include working in production, the warehouse or the office
- To undertake additional training as and when required, to maintain your Driver CPC qualification and ongoing professional development

Key skills/qualifications

- Hold a full, clean EU driving license with a minimum HGV Class 2 License
- A current counterbalance certificate would be beneficial
- Preferably have experience and demonstrate knowledge of FORS
- Good knowledge of the UK road network, experience with routing software systems, vehicle tracking and hand-held devices for instant proof of delivery is beneficial
- Excellent communication skills in both written and verbal English
- This job is physical and will involve some heavy lifting

Person Specification:

- Maturity and composure to uphold standards and to work calmly within a busy environment
- Good organisational skills and attention to detail with strong problem-solving skills
- Positive team player able to get along with diverse personality and get the best out of people

Rewards:

- Annual performance bonus
- Membership of the Company Group Pension Scheme after 1 years' service
- Membership of the Company Group Life Assurance after 1 years' service
- Full access to our Employee Assistance Programme (EAP)
- 25 days annual leave (excludes bank holidays)
- One day of paid Birthday leave for the purpose of celebrating their birthday