

JOB TITLE: TRAINEE DRIVER

Reports to: Distribution Manager

Location: Slinfold, Horsham, West Sussex

Hours: Monday to Friday 6.00am to 2.30pm, with a half-hour unpaid lunch break. During your time as a Trainee Driver, there will need to be a degree of flexibility where appropriate.

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:

As a Trainee Driver, we will arrange a training programme, fully funded by Cordek, that involves on the job training by working alongside our experienced warehouse staff and our drivers to gain knowledge and understanding of all our products. The successful candidate will be required to sign a training agreement, further details will be provided in due course.

Responsibilities:

- To carry out daily vehicle walk around checks upon first use of any vehicle you are about to drive.
- 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.
- Use the technology provided and government directives to actively minimize delays by adjusting routes and breaks accordingly.
- To ensure all delivery documentation is completed and signed, accurately and legibly to enable the smooth processing of invoices and updating of delivery records.
- 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.

Personal Attributes:

- A self-driven analytical thinker who is highly numerate and process driven
- A systematic mind capable of working in a structured and efficient manner
- An ability to work under pressure and to prioritise work to meet deadlines
- Good level of numeracy and literacy is required for this role
- Good communication skills in written and spoken English

Qualifications and Experience:

- Hold a full, clean UK Driving licence

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
- Keen to learn and develop themselves and their skills

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