

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.

Hourly rate: £13.75 per hour, plus the ability to earn overtime at a rate of 1.3.

The Company: Cordek Limited are genuine market leaders in the design, manufacture and supply of innovative solutions to solve a wide range of construction problems. Here at Cordek Limited, we are looking for an individual to join our distribution team who shares our Company values, Honesty, Communication and Respect.

Job 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 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 ensure all delivery documentation is completed and signed
- 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

Personal specification:

- 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

Qualifications and experience:

- 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

Rewards:

- Annual performance bonus
- Full annual CPC training
- 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