

OUTLETS

THE TILE SOURCE | ALDERSHOT | SOUTHAMPTON | HEDGE END | BRIGHTON
HTW TILE DISTRIBUTION | ALDERSHOT | SOUTHAMPTON | BRIGHTON
HTW BUILDING AND ROOFING SUPPLIES | ALDERSHOT
THE LONDON TILE COMPANY | BRENTFORD



HTW - vacancy

Sales Delivery Driver - ref: 0032

Address: HTW TILE Distribution
Grange Industrial Estate
Albion Street
Southwick
Nr Brighton
BN42 4EN

Contact Name: Sarah Turner

Contact Telephone: 01273 597070

Contact email: saraht@htw.co.uk

Job Role and overall aim

▪ To be responsible for the correct loading of vehicles and security of load. To deliver and collect goods correctly and safely within agreed time scales. To comply with all current tachograph regulations and hold a current digital Drivers Card To always check goods off with customers. Taking the initiative with customers, staff, managers and warehouse personnel to communicate and solve potential problems. To be polite, clean and smart and work in a safe manner. To maintain the vehicle in a clean and safe road worthy condition. To represent the company in a positive and friendly manner at all times. To assist in warehouse duties. The sales delivery driver operative will report directly to the Area Distribution Manager, although the Customer Service Manager will be the person responsible for your day to day supervision.

Specific objectives

- To follow Hampshire Tile's money handling procedures correctly within one week.
- To ensure only the correct goods have been loaded on each delivery run within one month of starting.
- To ensure no goods may leave Hampshire Tile premises unless accompanied by the appropriate delivery note.
- To complete deliveries within agreed time-scales within one month of starting.
- To adhere to all vehicle regulations, tachograph regulations, Highway Code and speed limits immediately.
- To check with customers that they have received the correct goods.
- To promptly communicate to customers, staff, managers and suppliers details of any problems and ensure they are corrected.
- To adhere to the Health and Safety Manual Handling Codes of Practices.
- To adhere to Hampshire Tile Warehouse Ltd's company dress and hygiene code policy.
- To conduct your work in a courteous and cheerful manner.
- To be at your work station at the appointed start and leaving time.
- To clean the vehicle once a week.
- To maintain the vehicle as required and report any problems to vehicle supervisor.
- To greet all customers in a friendly and cheerful manner.
- To have a zero accident record.

Standards of work

- To minimise unauthorised absence.
- To be accurate and productive.
- To adhere to Health and Safety manual handling codes of practice.
- To work with initiative

Targets

- To work effectively as part of the team.

- To learn in-depth knowledge area of local area.
- Reporting sales leads to branch sales manager.
- Building business relations with Hampshire Tile customers.