

JOB PROFILE
PARTS ASSISTANT / DELIVERY DRIVER

Reportable to: Depot Manager

Accountable to: Depot Manager

Reporting to the Branch Manager on a daily basis, the post holder will ensure that a consistent parts delivery is maintained. They will also ensure that they communicate with customers both internally and externally in a professional manor.

Particular areas of responsibility will be: -

- Delivery/Collection of parts/goods as required
- Ensure that all outgoing stock, whether returns to suppliers or deliveries to customers (Internal and External) are checked, packaged and documented correctly.
- Assist with other duties as and when required.

Candidates should be able to demonstrate: -

- Proven organisational skill
- The ability to work as a team player within a busy depot
- Able to demonstrate accuracy and attention to detail
- Flexible approach to working hours
- Able to work on his/her own initiative under pressure

Particular areas of Knowledge / skills that would be regarded as ideal are: -

- Background in the automotive industry
- Computer literate

Knowledge / experience of the above would be considered advantageous to an applicant but are not essential

Qualifications required are:

- Current valid driving licence