

## **JOB PROFILE**

### **PARTS BACK COUNTER SUPPORT DELIVERY DRIVER**

**Reportable to:** Parts Back counter support and delivery driver  
**Accountable to:** Branch Manager

**Monday to Friday 8.00am – 17.00pm (60 minutes unpaid lunch) and every other Saturday 8am to 12pm**

Reporting to the Parts Supervisor 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