



S&W Wholesale
Carnbane Business Park
Newry, BT35 6QH

T 028 3026 3521
E info@sandwni.com

www.sandwni.com

Role: HGV Driver – Class 2

Location of Role: Carnbane, Newry

Rule Purpose: Responsible for the delivery of goods to customers without compromising safety and to represent the company by delivering excellent customer service by increasing efficiency, order accuracy, accountability and pride in your vehicle.

Accountable to: Logistics Manager

Key Relationships: Logistics Manager, Operations Team, Customer Service and Customers

Responsibilities

Loading

- Work with the loading supervisor to load lorry to suit delivery schedule
- Check load sheet to ensure pallets of goods and cigarettes correspond to customer order.
- Check all loads are secure and all relevant paperwork is correct before departure.

Deliveries

- Ensure to count all cigarette orders and customer verifies and signs off
- Ensure to have all goods checked and signed for by the customer
- Plan route to ensure deliveries made on time
- Loading and unloading of full and empty cages

Other Duties

- Maintain targets and job standards set out by the logistics manager
- Communicate any issues that may arise with the logistics manager
- Responsible for the upkeep and maintenance of vehicle, e.g. checking oil filters, water levels etc
- Responsible for the security of vehicle at all times
- Dealing with customers directly
- Any reasonable request from the logistics manager
- Maintain a safe working environment that complies with all aspects of the company's H&S Policy
- To act as an ambassador for Savage & Whitten and behave in a professional and courteous manner at all times.

New developments and changes to customer requirements mean that processes and their associated tasks and functions do not remain static. In order to remain flexible, responsive and competitive, S&W Wholesale Ltd reserves the right to adapt roles and responsibilities in response to operational changes and there is a reasonable expectation of adaption to new or modified working methods as required.



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HGV Driver – Class 2

Criterion	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Grade C or above in GCSE Maths and English • Clean HGV Class 2 licence • A digital tachograph card and a Drivers full CPC card 	
Experience	<ul style="list-style-type: none"> • Experience operating and maintain a HGV Vehicle • Good knowledge of the Northern Ireland road network 	
Skills & Abilities	<ul style="list-style-type: none"> • Excellent customer service Skills • Strong interpersonal skills with the ability to work individually or as part of a team. • Excellent planning and organisational skills • Ability to work on own initiative • Physical and manual dexterity 	
Behaviours	<ul style="list-style-type: none"> • Able to demonstrate the application of continuous improvement techniques • Results orientated • Team Player • Customer focused • Perform well under pressure • Organized and efficient. 	
Circumstances	<ul style="list-style-type: none"> • Undertake training 	