

Job Information Sheet

Job Title : **Driver**
Department : Transport
Reporting to : Transport Manager

Job Purpose

WF Supplies provides a comprehensive range of products to the drylining and interior fit-out sectors. With over 5,000 stock items tailored to the needs of these sectors and an invaluable next-day direct-to-site delivery service, WF Supplies is perfectly positioned to ensure the success of every fit-out and drylining project.

The role is responsible for the correct delivery of WF Supplies products using all the transport delivery systems available to us.

Key Responsibilities

- Walk around checks on vehicle
- Securing load
- Navigating and driving to customer sites
- Assisting customers with offload of goods
- Checking orders are complete and the customer is satisfied
- Making a good impression with your appearance, manner and the look of your vehicle
- Making collections from suppliers
- Communicating with manager through the day to keep them updated
- Giving feedback on customer/ location/ order issues
- Ensuring all deliveries are done on time
- Ensuring all collections are returned to the yard and booked in by 'Goods In'
- Ensuring safe driving and health and safety measures are taken

Skills & Experience

- Full clean UK driving licence (7.5t lorry or above)
- Previous driving experience
- High levels of Health & Safety standards
- Flexibility
- Great communicator