

Driver – Internal Deliveries

Position: Driver

Contract Type: Permanent

Working Hours: Monday – Friday | 08:00 – 17:00

Job Purpose

The Driver – Internal Deliveries is responsible for the safe, efficient, and timely movement of stock between branches. This role supports daily operations by ensuring that products are collected, transported, and delivered accurately to meet internal business needs.

Key Responsibilities

- Manage internal deliveries by coordinating and transporting stock between various branches.
- Collect and deliver stock from designated branches according to scheduled routes and operational requirements.
- Ensure all stock is handled with care to prevent damage or loss during transit.
- Verify delivery documentation, including stock transfer notes, delivery logs, and collection records.
- Load and unload stock safely, following company procedures and health and safety guidelines.
- Conduct basic vehicle checks (fuel, oil, tyres, cleanliness) and report any mechanical issues promptly.
- Maintain a high level of professionalism at all branch locations.
- Communicate effectively with branch staff and management regarding delivery schedules, delays, or discrepancies.
- Ensure compliance with traffic laws, company policies, and internal delivery procedures at all times.

Requirements

- Valid driver's license (appropriate to the vehicle used).
- Physically fit and able to load and unload stock as required.
- Strong time management and organisational skills.
- Reliable, trustworthy, and detail oriented.
- Ability to work independently and follow instructions accurately.

Key Competencies

- Attention to detail
- Reliability and punctuality
- Good communication skills
- Problem-solving ability
- Commitment to safety and company standards