Job Description

Job Title	Driver
BUCF	
Function	Supply Chain
Department	Transport
Reports to (Job Title)	Team Leader
Location(s)	

PURPOSE OF ROLE

Summary	To ensure the safe handling and efficient delivery of goods to customers in accordance with company guidelines, GDP requirements and transport law.

KEY RESPONSIBILITIES

Key Responsibilities/ Accountabilities	**General** • To be aware of their route for the day prior to the arrival at the depot. • Collect assigned load for their designated route. • Accurately check the load using asset tracking through hand held device and report any issues and place into vehicle. • Ensure vehicle is roadworthy and any issues are reported to their line manager. • Delivery product to designated customers and ensure any product returns are returned to the depot. • Perform any reasonable task as instructed by the Warehouse Manager/Transport Manager. • Perform daily duties as laid out by the National Transports Departments Standard Operating Procedures. • Twice day service to pharmacies and will be generally a day consisting of routes AM / PM • Uniform compliance is maintained at a high standard as a key ambassador of the company • Periodically attend drivers meetings for updates and driver feedback opportunity • Loading of your own vehicle at the start of each journey and accurately logging totes using Asset Tracking Devices **Regulatory & Legal:** • Ensuring compliance in conjunction with the Warehouse Manager all Occupational Health & Safety, Environmental and Good Distribution Practices policies regulations and guidance. • Comply with transport legislation. **Environmental and Occupational Health & Safety** • An understanding and follow the Environmental Management System (EMS) and ISO 14001 procedures. • An understanding and follow the Safety Management System (SMS). Ensuring, where reasonably practical, the current laws and regulations and policies relating to Occupational Health & Safety are followed. • Carry out all required safety checks on the allocated vehicle and equipment as laid out by the National Transports • Departments Standard Operating Procedures.

	Quality & GDP • Understand the principals of Good Distribution Practice (GDP) guidelines for Pharmaceutical Distributors and carryout the duties in such a way as they can demonstrate compliance. • Carry out the GDP duties within the delivery drivers section of the job requirements in the QMS. • An understanding and follow the company Quality Management System (QMS) and ISO 9001 procedures.

PERSON SPECIFICATION

Skills, specialist skills, education, qualifications and knowledge required for the role	Must have (essential)	Good to have (desirable)
	Experience • Delivery driving / multi-drop experience **Skills** • Numeracy and literacy skills • Attention to detail **Qualifications** • Full uk driving license	**Experience** • Experience in the use of hand held electronic 'asset tracking' units for loading and delivery • Pharmaceutical industry experience

VALUES AND BEHAVIOURS

Key Behaviours Required	Phoenix BASE Behaviours Relevant to role **Phoenix Values** Proactive Reliable Respect