Job Title:	Driver (Company Vehicle)
Job Summary:	You will establish and develop relationships with customers and collect prescriptions from GP practices and deliver to the pharmacy. You will deliver completed prescriptions to customers and patients.

Key Responsibilities:

General

- Deliver courteous and effective customer service
- Comply with all relevant company SOP's, Information Governance, policies and procedures
- Assist in the development of other staff members where appropriate

Services

- To actively promote services available from the Pharmacy

House Keeping

- Log on and off the tracker on a daily basis
- Complete administrative records in accordance with company SOP's and ensure that adequate records are maintained
- Have due regard for health and safety for both yourself, colleagues and customers
- Responsible for the upkeep of the company vehicle

Security

- Have due regard for security of the van and it's contents at all times

Other Responsibilities

- To have a clean and tidy appearance in accordance with the company dress code
- To undertake any additional duties requested by the line manager to meet short-term requirements
- To complete Phoenix Drive 4 Life

Key Experience, Knowledge, Skills & Qualifications:

Qualification

Essential:

- Full UK Driving licence

Experience

Desirable:

- Customer Service

Skills

Essential:

- High level of accuracy and attention to detail
- Excellent organisation and time management
- Need to be flexible
- Approachable and friendly manner