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**Job Title:** Delivery Driver

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

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**Key Responsibilities:**

**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 2 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

**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.

Essential/Desirable  
Criteria:

- Essential
- Full UK Driving License
  - Delivery Driving Experience
  - Numeracy and Literacy Skills
  - Attention to detail
- Desirable
- Experience in the use of hand held electronic ‘Asset Tracking’ units for loading and delivery
  - Pharmaceutical Industry experience