
Job Title: Delivery Driver (Own 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/patients.

Key Responsibilities:

General:

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

Services

- To actively promote services available from the Pharmacy

Housekeeping:

- Complete administrative records in accordance with company SOPs
- and ensure that adequate records are maintained
- Have due regard for health and safety for both yourself, colleagues and customers
- Be responsible for the upkeep of your own vehicle as per company policy

Security:

- Have due regard for security of your vehicle and its 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 Drive For Life
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Key Experience, Knowledge, Skills & Qualifications:

Qualification

Essential

- Full UK Driving Licence
- Must have adequate business insurance
- Valid MOT
- Service history

Experience

Desirable:

- Customer Service

Skills

Essential:

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