
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
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**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
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