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**Job Title:** Driver (Company Vehicle)

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**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.

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**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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