

Job Title:	Driver
Location:	Aberdeen
Responsible To:	Stores Supervisor
Direct Reports:	N/A
Review Date & Rev No	2026, Rev. 05

Purpose of Job:	The primary responsibilities of the role are to deliver customer orders effectively, efficiently and on time. When required, interacting with external and internal customers in a positive and professional manner.
Areas of Responsibility:	<ul style="list-style-type: none"> • All safety rules and regulations in accordance with the organisation's HSE Management System, to be conformed to at all times • Ability to interact with external and internal customers in a positive and professional manner • Load van with specific area deliveries, ensure that all items are safely secured and stable • To ensure that all tasks carried out are as per written and verbal instructions • Ensure that all customer orders and delivery requirements are to specification • Prioritise delivery sequence to ensure that each specific order timing requirements are met • Proceed to tubing store and collect all tube orders for specific area deliveries, again ensuring safe and stable conditions of items • All documentation for order completed as per customer requirements and delivery detail signed, timed, dated and name clearly printed to avoid errors • All deliveries to be signed for on Epod system and downloaded. • All documentation must be returned to stores for processing • Any customer queries or complaints must be immediately telephoned in to Stores Supervisor for further investigation • When requested to uplift hoses for repair from customer premises ensure that is an accompanying FHA. • Ensure that all tasks carried out are as per QMS procedures • Ensure that work areas and vans are maintained clean and hazard free, and that all delivery bins are free from waste • Ensure that all equipment associated with stores vans are regularly inspected and maintained • Be available for routine weekly safety inspections audits as per area inspection check sheet • Ensure van is regularly cleaned both inside and out, to always project a professional image of Hydrasun • Ensure the accurate completion of timesheets • A commitment to safe and lawful driving practices • A commitment to ensuring all legislation regarding the use of mobile phones and seat belts are continuously adhered to • A commitment to observing all customer health safety and speed

	<p>restriction rules</p> <ul style="list-style-type: none"> • Responsible for all fines and charges occurred while using company vehicles • To commit to continuous improvement and development • To work overtime to ensure organisational or client deadlines are met • Potential to provide holiday and absence cover within other Hydrasun stores areas 	
Interfaces (Internal/External):	Various Customers, Stores	
Qualifications:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> • Core skills in numeracy, literacy and communications • Full Driving License 	<ul style="list-style-type: none"> • Forklift Certificate of Operation • HGV Licence
Experience Required:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> • Full Driving License • Experienced in Commercial Multi-drop Driving 	<ul style="list-style-type: none"> • Forklift experience • Knowledge of local and surrounding area would be advantageous
Skills/Training Competences:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> • Ability to interact with customers in a positive and professional manner • Interpersonal skills in dealing with the public • Good communications skills • Ability and aptitude to learn • Flexible and adaptable • Ability to work using own initiative • Ability to work to standards and procedures • Ability to be able to multi-task • Ability to function well within a team environment • HSE awareness • Customer and Quality Focus 	