**Job Title:** **VAN DRIVER**

**Location:** Ulster Supported Employment Ltd (USEL)

 182 – 188 Cambrai Street, Belfast BT13 3JH

**Responsible To:** Circular Economy manager

**Objective:** To provide a delivery service to the required level of both company & customers

**Job Ref:** DD17

**Job Description:**

* To help with delivery loading and ensure prompt delivery to customers
* To handle company property with due care and attention
* To ensure all paperwork required by the company is completed to required standard
* To collect cash from customers as required and that any monies paid are promptly returned to the company safely
* To maintain the delivery van in a clean and road worthy state at all times and to promptly report any problems to direct line Manager
* To accept incoming goods from all sources
* To raise the relevant documentation relating to incoming goods
* To allocate and pack finished goods ensuring accurate documentation
* Observe health and safety practices and procedures
* Ensure quality standards are implemented
* To be appropriately dressed i.e. clean and presentable always during working hours
* To carry out any other reasonable request from management
* The person will be responsible for a team of two with regards to void property clearance
* Experience supervising staff

**Person Specification:**

 **Essential:**

* Previous van delivery experience
* Ability to complete and check all documentation
* Excellent communication skills
* Neat and tidy appearance
* Full clean driving licence
* Must have C1 class on licence or LGV licence
* Must have current Valid Driver Qualification Card

**Desirable:**

* Good geographical knowledge of N. Ireland

**Terms and Conditions**

* 35 hours per week – worked over 4½ day week
* 27 days annual holidays plus 10 statutory holidays

**Pay**

* National Minimum Wage or National Living Wage, dependant on age