## M:\Marketing\Advertising\2007 Company Logo, image, clothing\Vapormatt-Logo-AS.gif

## M:\Marketing\Advertising\2007 Company Logo, image, clothing\Vapormatt-Logo-AS.gifM:\Marketing\Advertising\2007 Company Logo, image, clothing\Vapormatt-Logo-AS.gif

|  |  |  |
| --- | --- | --- |
| Job Profile | | |
| Job Title: | | Corporate Driver / Courier |
| Department/Location: | | Bridgwater |
| Reports to: | | HR Advisor |
| Staff Responsibilities: None | | |
| Hours of work: | | Zero Hour Contract – as and when required. |
| **Summary of Position**:  The key requirement for this role is ability to be flexible and available at short notice.  The purpose of this role is to do pick up and drop off at UK airports for staff travelling, and if we have overseas customers visiting our site. The role will also involve courier runs to and from our site in Banwell, to our subcontractor sites, and local suppliers. | | |
| Primary Responsibilities | | |
| 1 | Provide a chauffeur service for our staff, and visiting customers from abroad, from and to UK airports or railway stations or any other pick up or drop off point. | |
| 2 | You will be required to check flight arrival and departure details to ensure you are aware of any changes to scheduled flights so that you are able to drop off or pick up travelers in an efficient and timely manner. | |
| 3 | Provide a weekly courier service to our site in Banwell to pick up document and parts as applicable | |
| 4 | Provide a courier service as needed for our subcontractors | |
| 5 | Provide a courier service as and when needed for our local suppliers | |
| 6 | To carry out any other reasonable driver/courier duties as required by the business | |
| 7 | Flexible approach to any other duties that may be requested for you to do | |

**Note:** This job profile is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Specification | | | | | | | | |
|  | | **Essential** | | | **Desirable** | | | |
| Qualifications & Training | | Clean driving license | | |  | | | |
| Experience | | Confident to travel to UK airports and around the UK generally | | |  | | | |
| Qualities and Attitude | | Positive and flexible attitude and the ability to engage in a friendly manner with passengers and others  Smart casual appearance as you will be representing Vapormatt and often the first face to face point of contact for visitors to the business | | | Good customer service skills | | | |
|  | |  | | |  | | | |
| Competencies | | | | | | | | |
| Flexibility and ability to respond timely to request | | | | Flexible approach to any other duties that may be required. | | | | |
| Friendly and approachable | | | |  | | | | |
| Can do attitude | | | |  | | | | |
| Able to build good relationships with staff in the business. | | | |  | | | | |
| Prepared by | | | | | | | | |
| Name: | Hayley Teague | | | | | Date: | 02/02/2022 |  |
| Title and/or Department: | | | HR Advisor | | | | | |