

# Job Description: Drivers Assistant



**Our Vision:** Deliver innovative supply chain solutions.

**Our Purpose:** We are here to help you succeed.

**Our Mission:** Develop great people that deliver exceptional results.

We live our Core Values of **Honesty, Respect, Sharing Passion, Taking Pride and working as a team.**

Job Title: Driver	
<b>Department:</b> Transport	<b>Group/Team:</b> LION Fleet
<b>Reports to:</b> Transport Manager	<b>Responsible for:</b>
<p><b>Job Objective:</b> The key responsibility of a Driver Assistant is to ensure the operation is fulfilling the company's vision, mission, values and objectives. The job holder is accountable for using their knowledge, skills and experience to deliver a variety of products to Sorted's supply chain partners and customers in a safe and timely manner. The job holder must work alongside the driver to safely and efficiently ensure all product in delivered in accordance with Sorted's service promise to our customers.</p>	

Key Responsibilities:	What success looks like:
Maintain and grow <b>Sorted's culture</b> in line with company values.	<ul style="list-style-type: none"> <li>• 'Can do' attitude and willingness to go the extra mile to achieve our vision.</li> <li>• Demonstrate our values of honesty, respect, working as a team, taking pride, passion.</li> <li>• Treat the business as your own and show that you care about what we are aiming to achieve.</li> </ul>
<b>Health and Safety</b> practices are being followed at all times.	<ul style="list-style-type: none"> <li>• Always promote KOMS and a high standard of conduct.</li> <li>• Ensure operation meets service standards in a safe professional manner.</li> <li>• Stay up-to-date with safety regulations.</li> <li>• No loss time occurs due to work related injuries.</li> <li>• Report all risks and incidents within 24 hours of identification.</li> <li>• Adherence to Health and Safety rules and all incidents, hazards, near misses are being reported.</li> <li>• Look out for other team members related to safe behaviour.</li> </ul>
	<ul style="list-style-type: none"> <li>• Contribute towards a H&amp;S culture within the Transport team, by adhering to the following:                             <ul style="list-style-type: none"> <li>○ Any faults are entered into Vault</li> <li>○ Attend regular H&amp;S Meetings</li> </ul> </li> </ul>
<b>Assist the driver with everyday tasks &amp; deliveries.</b>	<ul style="list-style-type: none"> <li>• Helping Driver unload</li> <li>• Helping move kegs</li> <li>• Collecting / Stacking Kegs</li> </ul>

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	<ul style="list-style-type: none"> <li>Managing traffic</li> <li>Helping Driver with PODs / Return paperwork/photos.</li> </ul>
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Key Relationships	
External	Customers
Internal	Transport Manager Drivers Dispatcher Warehouse Staff

Key Skills / Attributes / Specific Competencies	
No previous experience necessary.	
Working Knowledge and attitude	<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Good organisational skills</li> <li>Enjoy practical and manual work</li> <li>A good eye for detail</li> <li>Be able to work as part of a team</li> <li>Positive attitude</li> <li>Committed to safety</li> <li>Willingness to learn</li> </ul> <p><i>Dependent on position:</i></p> <ul style="list-style-type: none"> <li>Must be able to lift 16kg and carry for maximum of 20 meters.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>Follow H&amp;S procedures and lead by example</li> </ul>

Required Qualifications and Experience	
Experience	<ul style="list-style-type: none"> <li>Previous experience in a similar position in the Supply Chain Industry</li> <li>Experience Level                             <ul style="list-style-type: none"> <li>Intermediate: 5 to 10 years.</li> </ul> </li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>No Qualifications required – F Endorsement / OSH Cert advantageous.</li> </ul>
Critical requirements	<ul style="list-style-type: none"> <li>Full Covid-19 vaccination due to high-risk role and port requirements.</li> </ul>