



## **Delivery Driver**

**We are seeking to recruit an organized and detail-orientated Delivery Driver to join our team on a full time basis. The person chosen for this role will report and work hand in hand with the Warehouse Executive. In this position you will play a key role in the proper care and maintenance of our stock, including ordering, receiving, distributing and managing inventory.**

### **Responsibilities**

- Represent the company in a professional and cost effective manner aiming at increasing profitability and customer satisfaction
- Load, unload, prepare, inspect and operate delivery vehicle
- Collect goods from suppliers or pick-up point
- Complete logs and reports
- Drive safely following all laws and rules of driving and deliver orders within deadlines.
- Analyze delivery address, loading the vehicle in an order that matches the deliveries, determine appropriate routes and maintain schedule to make sure that deliveries are made on time.
- Perform vehicle inspection such as checking fluid level and tire pressure and report any issues.
- Assist the Warehouse Executive with the preparation of orders.
- Maintain the vehicle clean and safe.
- Work with support team to provide exceptional services and address concerns.
- Adhere to company operating policies and procedures.
- Maintain driving log, prepare vehicle performance forms and complete daily paperwork
- Any other tasks related to this role as assigned by the Management.
- Assist the Warehouse Executive with the day-to-day duties.

### **Requirements**

- Hold a valid Maltese/EU driving license and a clean driving record
- Be able to speak, read and write fluently in English
- Applicants are required to have some computer skills to work with the computerized inventory system
- Have a good understanding of Maltese roads and locations
- Clean police conduct
- Able to work on own initiative with full commitment to each task